University of Maryland

Registration Guide

Fall 2009

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Registration and More at www.my.umd.edu.

The Registration Guide is produced under the direction of the Office of the Registrar at the University of Maryland. For advertising information, please call 301-405-6777. As they occur, revisions will be posted on the web at www.my.umd.edu.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. Changes are effected from time to time in the general regulations, in fees, in class scheduling, in dates, and in the academic requirements. **Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents. Although changes in tuition, fees and charges ordinarily will be announced in advance, the University reserves the right to make such changes without prior announcement.**

HOW TO USE THIS GUIDE

This Guide is intended to familiarize you with: 1) the policies, regulations, procedures, and deadlines that will apply to you this semester, and 2) the resources that are available to help you have a successful semester. All the information contained in this Guide, and more, is available online at: www.testudo.umd.edu

Please take a minute to review the organization of the material in the Guide. While most of the information pertains to all students, there is a new section entitled, "Just for Graduate Students." In addition, advising tools and resources are rearranged for clarity and accessibility. All changes to this guide are intended to emphasize the Universitys' commitment to facilitating your academic success.

Once admitted to a degree granting program, the University expects students to achieve satisfactory academic performance and make timely progress to their degree. Students should plan their courses carefully, in consultation with an undergraduate academic advisor or graduate program director. All students should have a plan that is updated regularly to track the completion of their degree requirements in a manner that is both intellectually rigorous and efficient, keeping in mind the following registration agreement.

> When you register, the University reserves specific class space for you and commits resources to provide the instruction you have selected. On your part, you assume responsibility for paying tuition and fees or for notifying the University if you decide not to attend.
>
> The availability of the courses listed in Testudo is subject to change. A section may be cancelled due to low enrollment or departmental staffing considerations. When a class is canceled, the department or the Registrar's Office will notify registered students by email and help them make alternate arrangements if necessary. Registered students are encouraged to verify their course meeting time and location on the first day of classes. Use: www.my.umd.edu "Academics and Testudo" for the most up to date information.
>
> All students who register incur a financial obligation to the University. Please note that while the University reserves the right to limit or cancel enrollment for financially delinquent students, your registration many not be automatically canceled for nonpayment of tuition and fees. It is the students' responsibility to avoid charges by canceling their registration prior to the first day of classes each semester. By canceling your registration before the start of classes, you will avoid any charges and y our class spaces will be released in time to accommodate other students.

The Office of the Registrar staff, via this publication, strive to facilitate your academic success and provide information on the breadth of academic, enrichment and administrative support services available via the University of Maryland College Park. We hope that you will take full advantage of these opportunities and services and wish you the best for the semester and beyond.

Best Wishes for a successful semester,
Office of the Registrar

UNDERGRADUATE ACADEMIC CALENDAR

April 2009
10 Last day to drop with a 'W' mark – Spring 2009

May
12 Last day of classes for Spring 2009 semester
13 Study Day
14 - 20 Final Exams
20 Bill payment due for all Summer Terms for students registering April 25th and earlier
21 Senior Day; Main Spring Commencement ceremony
22 College Commencement ceremonies
29 Last day to register for Summer Terms I and I-A (without late registration fees)
Bill payment due for Summer Terms I and I-A (for students registering after April 25th)

June
1 Summer Term I classes begin
Summer Term I-A classes begin
19 Last day to register for Summer Term I-B
Bill payment due for Summer Term I-B (for students registering after April 25th)
22 Summer Term I-B classes begin

July
3 Independence Day Holiday (no classes)
10 Summer Term I classes end
Last day to register for Summer Term II and II-C (without late registration fees)
Bill payment due for Summer Term II and II-C (for students registering after April 25th)
13 Summer Term II classes begin
Summer Term II-C classes begin
31 Last day to register for Summer Term II-D (without late registration fees)
Bill payment due for Summer Term II-D (for students registering after April 25th)

August
3 Summer Term II-D classes begin
20 Bill payment due for students registering July 25th and earlier for Fall 2009
21 Summer Term II classes end
30 Last day to cancel Fall 2009 registration or drop a course with 100% refund
31 Fall 2009 semester - first day of classes
Last day to submit documentation for classification as a Maryland resident for tuition and fee purposes for Fall 2009

September
4 Part-time undergraduate students: Last day to drop a course with refund (during first 5 days of classes only. See page 13)
7 Labor Day Holiday (no classes)
14 End of Schedule Adjustment Period.
Last day to:
- add a course
- drop a course without a mark of 'W"
- change credit level
- change grading option

14 Last day to process a late registration ($20 late fee assessed beginning August 31st)
Last day to withdraw from all courses with 80% refund
Last day to apply for diploma dated December 2009
15 Last day for waitlist/holdfile check-in (Mandatory check-in begins August 31st and then daily to remain on waitlist/holdfile through September 15th)
20 Bill payment due for students registering July 26th and later for Fall 2009
21 Last day to withdraw from all courses with 60% refund
28 Last day to withdraw from all courses with 40% refund

October
19 Winter Term 2010 - Begin accepting admissions applications via on-line, fax, mail, or in person. (Only non-University of Maryland students need to submit admissions applications for Winter Term)
21 Begin Leave of Absence
27 Winter Term 2010 - Begin accepting registrations via on-line, fax, mail, or in person.

November
9 Last day to drop with at "W" mark
26-27 Thanksgiving Holiday

December
11 Last day of classes - Fall 2009 semester
12-13 Study days
14-19 Final Exams
19 Main Winter Commencement ceremony
20 College Commencement ceremonies
Winter Term 2010 - Payment due for students who registered October 27-November 25
25 Winter break through January 3, 2010

January
3 Winter Term 2010
Deadline to cancel registration with 100% refund
Deadline to register without $20 late registration fee
Last day to drop a single course with a 100% refund
(Please note: Course drop and cancellation requests received on January 4th via email at inter@umd.edu or fax at 301-314-4071 will be honored)
4 Winter Term 2010 - Payment due for students who registered November 26, 2009-January 3, 2010
18 Martin Luther King Holiday (no classes)
22 Winter Term 2010 - last day of classes
25 Spring 2010 - first day of classes

FALL 2009 UNDERGRADUATE DEADLINES

Transaction	Last Day to Process Change	Notes
ADD A COURSE	September 14, 2009	Late registration with $20 late fee begins August 31, 2009
PAY TUITION AND FEES	August 20, 2009 September 20, 2009	For student registering July 25th and earlier For students registering July 26 and later
CANCEL FALL 2009 REGISTRATION	August 30, 2009	See page 13
CHANGE FROM FULL-TIME TO PART-TIME		See Penalties for Drops on page 13
CHANGE CREDIT LEVEL	September 14, 2009	
APPLY FOR GRADUATION	September 14, 2009	For graduation and diploma dated December 2009
DROP A COURSE: With 100% refund With 80% refund	 August 30, 2009 September 4, 2009	Also see Penalties for Drops on page 13
Without "W" mark	September 14, 2009	A "W" mark is used to indicate withdrawal from a course in which the student was enrolled at the end of the Schedule Adjustment Period. This mark is not used in the computation of quality points or cumulative average totals at the end of the semester.
With "W' mark	November 9, 2009	4 credit drop limit
CHANGE GRADING OPTION	September 14, 2009	
REGISTER LATE	September 14, 2009	Late fee of $20 is assessed August 31-September 14, 2009
PETITION FOR RESIDENCY IN-STATE STATUS For Tuition Billing	 August 31, 2009	 See Residency Information on page 62
CHECK-IN ON WAITLIST/HOLDFILE	September 15, 2009	Mandatory check-in is August 31, 2009 and then daily to remain on waitlist/holdfile through September 15, 2009

WITHDRAWAL FROM ALL COURSES – REFUND SCHEDULE

LAST DAY TO CANCEL WITH 100% REFUND	August 30, 2009
LAST DAY TO CANCEL WITH 80% REFUND	September 14, 2009
LAST DAY TO CANCEL WITH 60% REFUND	September 21, 2009
LAST DAY TO CANCEL WITH 40% REFUND	September 28,2009
LAST DAY TO CANCEL WITH 20% REFUND	October 5, 2009
LAST DAY TO WITHDRAW FROM CLASSES (0% REFUND)	December 11, 2009

Students who wish to terminate their registration either on or after the first day of classes must formally withdraw.

A withdrawal from the University indicates a student will not be completing the semester and has terminated enrollment for ALL courses for which they were registered. Please see page 13 for additional details regarding the University of Maryland withdrawal policy.

THE FALL 2009 SCHEDULE ADJUSTMENT PERIOD ENDS AT 4:30 PM SEPTEMBER 14, 2009

EMAIL ADDRESS - Please make sure that you keep the most up-to-date email address on file with the Office of the Registrar as important information is communicated via this medium. Visit www.my.umd.edu, select "Academics and Testudo" tab and use "Change address/email" under Testudo Quick Links.

REGISTRATION AND SCHEDULE ADJUSTMENT INFORMATION

OFFICE OF THE REGISTRAR
www.my.umd.edu
First Floor Mitchell Building
Email: registrar-help@umd.edu • Phone: 301-314-8240 • Fax: 301-314-9568

NEWLY ADMITTED UNDERGRADUATE STUDENTS:
Undergraduate students must attend an Orientation program where they will be advised before registering for fall courses. Go to www.orientation.umd.edu to schedule your orientation session. Newly admitted students who miss Orientation will not be permitted to register until August 31, 2009 (the first day of classes). All newly admitted students must meet with an advisor prior to registration. Contact the undergraduate advising office in your college for advisor assign-ment and appointment. Pages 19-21 of this publication contains contact information for advising offices. After advising you may register beginning August 31, 2009 using any of the registration methods listed in STEP 6.

Graduate students please refer to information beginning on page 45.

Immunization Requirements
The University of Maryland requires all new students to provide documentation of their inoculation for measles, mumps and rubella. Additionally, every student who resides in on-campus residence halls must be vaccinated against meningococcal disease. A student may be exempt from this requirement if he or she (or if under age 18 a parent or guardian) signs a written waiver stating that he or she has received the information and has chosen not to be vaccinated against the disease. For more information, please contact the University Health Center at 301-314-8114 or visit www.umd.edu/health.

CONTINUING UNDERGRADUATE STUDENTS
Continuing University of Maryland undergraduate students will receive a notification email that includes information about early registration, as well as a link for students to check their registration time and any blocks that will prevent a timely registration. Continuing students may register at their scheduled time or any time thereafter. Schedule adjustments can be processed after a student's initial registration. See Steps 2 – 5 for additional information about registration blocks and obtaining any special permission. See Step 6 for registration methods and system hours.

NON DEGREE SEEKING UNDERGRADUATE STUDENTS

Non degree seeking undergraduate students are restricted to registering on the first day of classes in their initial semester. Registration appointments will be assigned for subsequent semesters and can be checked via my.umd.edu. Non degree seeking students must also clear their immunization requirements according to the above.

REGISTRATION STEPS

Most students can use registration services including drop/add under the "Academics and Testudo" tab on my.umd.edu. Please see steps 1-6 below for important registration information and guidance through the registration process.

STEP 1: CHECK REGISTRATION BLOCKS

Use my.umd.edu to find out if you have any advising requirements or outstanding financial or academic blocks. Go to the University Portal, my.umd.edu, and open the "Academics and Testudo Tab" and then "Registration Time and Blocks" for Fall 2009. All registration, academic and financial blocks must be cleared before students are allowed to register.

Students with registration blocks, student athletes, AAP, IA, academic probation, dismissal,, or reinstated students, are required to meet with an advisor before registering or processing schedule adjustments. See steps 2 below for specific instructions.

Second semester students who have not satisfied the immunization requirement will encounter an immunization block from the University Health Center. For information about blocks call 301-314-8114 or check www.umd.edu/health.

REGISTRATION STEPS: BLOCKS

STEP 2: MAKE ADVISING APPOINTMENT and RESOLVE ALL REGISTRATION BLOCKS

Advising is required for some students and highly recommended for all students. To set up an advising appointment, see pages 19-21.

Registration Block	What Does This Mean?	Contact For Assistance
Student has no record of being immunized	The University does not have immunization records on file	University Health Center : 301-314-8114 or www.health.umd.edu
Mandatory advising	Students must meet and be cleared by their department/advising college in order to register	Academic advising college or department as appropriate
Academic Probation/Dismissal	Student is on probation/ dismissal during the semester for which they are trying to register	Academic advising college must approve and provide permission for all schedule adjustments until student is no longer on probation/dismissal
Must choose degree/major	Student has reached 60 credits and has not yet chosen a major/is still listed in the Division of Letters and Sciences	Must declare a major prior to registration or contact Letters and Sciences to get permission to register prior to declaring a major
Fundamental Studies Math	Student has reached 60 credits and has not completed a fundamental Math course	Must register for ALL courses (including fundamental math) and process all schedule adjustments in person with the Office of the Registrar
Fundamental Studies English	Student has reached 30 credits and has not completed a fundamental English course	Must register for fundamental English course in person with the Office of the Registrar. Can process other transactions online via my.umd.edu
Financially Ineligible	Student has a financial obligation and is unable to register	Financial Service Center at 301-314-9000; 1135 Lee Bldg. or billtalk@umd.edu
Judicially Ineligible	Student has a judicial hold on their registration put on by the Office of Student Conduct	Office of Student Conduct at 301-314-8204
Academically Ineligible	Student has been blocked from registration	Office of the Registrar at 301-314-8240
Student last attended in…	Student was not registered during the previous semester and must re-enroll	Office of Re-enrollment at 301-314-8382

STEP 3: VERIFY COURSE AVAILABILITY

Check the Schedule of Classes on the "Academics and Testudo" tab of my.umd.edu and VENUS under the Testudo Quick Links. VENUS is a web-based tool that will assist you in creating your class schedule.

REGISTRATION STEPS: SPECIAL PERMISSIONS

STEP 4: OBTAIN SPECIAL PERMISSIONS

Some courses have specific requirements, pre-requisites or require special permission. All special permissions must be obtained prior to registering. Colleges and departments can grant special permissions electronically, however you must still go to my.umd.edu to officially register for that course.

Registration Permission	What Does This Mean?	Contact For Assistance
Course listed as: By Permission Only	Course is restricted to a certain population of students (specific majors, credit levels, programs, etc.)	Department offering the course
Time Conflict	Student is attempting to register for courses whose times overlap	Academic advising college (Deans' exception to policy)
Oversubscribe into a closed course	Student is attempting to register for a full course	Department offering the course
Pass/Fail Policy Override	Student does not meet the minimum number of credits in order to register for P/F grading method	Academic advising college (Deans' exception to policy)
Undergraduate to take Graduate Course	Undergraduate student is attempting to register for a graduate level course	Academic advising college (Deans' exception to policy)
Student has attempted the course 2 times	Student is attempting to register for a course for the 3rd time	Academic advising college (Deans' exception to policy)
Student would exceed repeat credit limit of 18 credits	Student has already repeated 18 credits of course work and is attempting to repeat more	Academic advising college (Deans' exception to policy)
Changes after schedule adjustment period	After the 10th day of classes, students cannot add courses without permission	Academic advising college (Deans' exception to policy)
Mandatory advising	Student is required to be advised and cleared to register by their department/advising college in order to register	Academic advising college or department as appropriate
Academic Probation/Dismissal	Student is on probation/dismissal during the semester for which they are trying to register	Academic advising college must approve and provide permission for all schedule adjustments until students are no longer on probation/dismissal
Total credit limit reached	Students must received permission to register for over 16 credits (prior to the first day of classes) or over 20 credits (on/after first day of classes)	Academic advising college (Deans' exception to policy)
Must choose degree/major	Student has reached 60 credits and has not yet chosen a major/is still listed in the Division of Letters and Sciences	Must declare a major prior to registration or contact Letters and Sciences to get permission to register prior to declaring
Fundamental Studies Math	Student has reached 60 credits and has not completed a fundamental Math course	Must register for ALL courses (including fundamental math) and process all schedule adjustments in person with the Office of the Registrar
Fundamental Studies English	Student has reached 30 credits and has not completed a fundamental English course	Must register for fundamental English course in person with the Office of the Registrar. Can process other transactions online via my.umd.edu
Fundamental Studies Math override	Permission to register for the semester without registering for Fundamental Math course	Academic advising college (Deans' exception to policy)
Fundamental Studies English override	Permission to register for the semester without registering for Fundamental English course	Academic advising college (Deans' exception to policy)
CORE policy override	Permission for students over 60 credits to register for more than 1 CORE course	Academic advising college (Deans' exception to policy)

REGISTRATION STEPS

STEP 5: REGISTRATION OR SCHEDULE ADJUSTMENT

After completing the steps above you may register at your assigned appointment date/time, and anytime after.

• **Online - my.umd.edu :** click on "Academics and Testudo" tab. Under "Registration Time and Blocks" select FALL 2009 and then "Take me to Testudo Registration Drop/Add." Online registration hours are: Monday through Saturday 7:30 am - 11:00 pm and Sunday 5:00 pm - 11:00 pm.

• **In person**: complete the appropriate registration form at the Office of the Registrar Student Service Counter located on the first floor of the Mitchell Building. Office hours are Monday through Friday 8:30 am to 4:30 pm.

Please note that late registration begins on the first day of classes, August 31, 2009. All students initiating registration for the semester on or after this date will be assessed a $20.00 late registration fee. All course registrations must be processed by September 14, 2009.

Students interested in adding and dropping non-standard courses – those which are scheduled to begin or end outside of the standard semester/term dates - please contact the Office of the Registrar at registrar-help@umd.edu for important information regarding schedule adjustment, deadlines and refunds.

STEP 6: AFTER YOU REGISTER.....DON'T FORGET!

Visit my.umd.edu and click on the Academics and Testudo tab to:

- View your schedule
- Verify your final exam schedule
- Check your book list
- Check-in on your waitlist/hold file (mandatory check in begins the first day of classes for the semester). For further information please see page 11
- View your student account (one business day after registering) and make tuition payment arrangements. See page 55 for further details.
- Obtain your photo ID Card: To access campus services, registered students must obtain an ID card. The initial card is issued free of charge, however any replacements are subject to a $20 fee. To obtain a new or replacement card, visit the Office of the Registrar Student Services Counter located on the first floor of the Mitchell Building with a valid photo ID (i.e. driver's license, passport) Monday through Friday 8:30 am to 4:30 pm. Please see page 72 for more ID card information.

Registration and More at www.my.umd.edu.

WAITLIST AND HOLD FILE

THE WAITLIST and HOLD FILE

The waitlist/hold file is a roster of students who are waiting for a seat to become available in a closed course. The waitlist stores names in order of request, on a first come, first served basis and allows fair access to seats as drops are processed. Students can waitlist courses by accessing my.umd.edu and using Testudo Registration Drop/Add under the Academics and Testudo tab. If a course is closed and a waitlist is available you will offered the option of being placed on it, and may select up to six sections of the course. You will be given information about Waitlist Check-In when you register, however, you are responsible for checking in daily during the required period. You are encouraged to make note of these dates to avoid being removed from the wait list.

WAITLIST CHECK-IN:

Mandatory Waitlist Check-In is the first day of classes: August 31, 2009
Regular Waitlist Check-In: September 1 – 15, 2009

Waitlist check-in is mandatory. If you are still on the waitlist after August 31st, you must then check-in daily during regular check-in (September 1st – 15th) to remain on the waitlist either:

Online at www.my.umd.edu, Monday – Saturday: 7:30 am – 11:00 pm
• Sunday 5:00 pm – 11:00 pm
In person at the Student Services Counter on the first floor of the Mitchell Building, Monday – Friday: 8:30 am – 4:30 pm

To remain on the waitlist, you must check-in daily beginning on the first day of classes. If at the time of checking in you have not received the course and are still on the waitlist, Testudo/Portal will list your new waitlist position and the next mandatory check-in date. Students who do not check-in will be removed from the waitlist. Since you will be added to the first section that becomes available, you must ensure to only waitlist for sections that will fit with your schedule.

If you receive a course from the waitlist which creates a conflict or causes your schedule to exceed the number of allowable credits, you must adjust your schedule by 4:30 pm the following business day via my.umd.edu or in person at the Student Services Counter on the first floor of the Mitchell Building. If you do not adjust your schedule to accommodate the received course, it will be dropped from your schedule. An exception to a time conflict may remain with permission from your academic college.

WAITLIST	HOLD FILE
You will be offered this option if a course is closed and you meet the criteria established by the department offering the course (specific majors, credit levels, or other special populations). You may waitlist for up to six sections of a course, and stand a better chance of receiving a course by waitlisting as many options as possible. However, be sure each section will fit into your schedule. The first one that becomes available will automatically be assigned to you, and you will be removed from the waitlist for all other sections of that course. Note that if new sections are opened with the same meeting time as any you selected, you will be scheduled for the new section by the waitlist processor.	You will be offered this option if a course is closed and/or you do not meet the criteria established by the department offering the course. You may hold file for up to six sections of a course, and stand a better chance of receiving a course by putting yourself on the hold file for as many options as possible. Make sure each section will fit into your schedule, as the first one that becomes available will automatically be assigned to you, and you will be removed from the hold file for all other sections of that course.
If new sections are opened with the same meeting time as any you selected, you will be scheduled for the new section by the waitlist processor.	If section restrictions change and you become eligible for registration, you will be automatically scheduled for the first available section .
If you are currently registered for any other section you must drop that section before being placed on the waitlist. If you remain registered for a course, and are also waitlisted for it, you will be removed from the waitlist overnight.	If you are currently registered for any other section you must drop that section before being placed on the hold file. If you remain registered for a course, and are also on the hold file for it, you will be removed overnight.
If seats become available in one of your waitlisted sections prior to the first day of classes, you will receive an email notification that you have been accepted into the course with instructions on how to confirm yourself off the waitlist/register for the class	On the first day of classes, students remaining on the hold file will be either placed into available seats (if the course is open) or will be placed onto the end of the waitlist (if the course is full).

UNDERGRADUATE DROPS, CANCELLATIONS AND WITHDRAWALS

The following Registration definitions are used throughout this section. Information on each type of transaction or procedure is explained in detail below.

Schedule Adjustment Period: The first ten business days of classes during the Fall or Spring semester. Students can add, drop or change course sections. Part-time students should also consult "deadlines" to avoid incurring additional charges.

Drops: Dropping a course from your schedule but still remaining registered for at least one course for the current semester.

Cancellation: Canceling/dropping all your courses prior to the first day of classes for the semester. Cancellations are subject to a 100% refund of tuition and fees.

Withdrawal: Dropping all current courses on or after the first day the semester.

Leave of Absence: A type of withdrawal available to students wishing to take time away from the University with the intention of returning the following semester.

ADDING AND DROPPING CLASSES

The first ten business days of classes during Fall and Spring semesters are designated as the **schedule adjustment period**. A similar period of time is designated for Summer and Winter Terms. During the schedule adjustment period students can add, drop or change course sections. Part-time students should pay particular attention to deadlines in this Registration Guide to avoid incurring additional charges.

Courses added during the schedule adjustment period will appear on the students' permanent record along with courses previously added. Courses dropped during the schedule adjustment period will not appear on the students' permanent record.

Students interested in adding and dropping non-standard courses – those which are scheduled to begin or end outside of the standard semester/term dates - please contact the Office of the Registrar at registrar-help@umd.edu for important information regarding schedule adjustment, deadlines and refunds.

CANCELLATION OF REGISTRATION

Students who register and later decide not to attend the University must CANCEL their registration by August 30, 2009. Failure to cancel registration will result in a financial obligation to the University of Maryland even though you do not attend class.

To Cancel your Registration on or before August 30, 2009.

Your cancellation request must be received in writing:

Office of the Registrar
1st Floor, Mitchell Building, University of Maryland
College Park, Maryland 20742
or FAX to 301-314-9568

- Since the University can honor only those requests for cancellation which are actually received by August 30, 2009, requests should be sent by Registered Mail. Please include student identification number and student signature on all correspondence.
- For additional information concerning cancellation contact the Office of the Registrar at 301-314-8240.
- Cancellation of Housing and Dining Services is a separate process. Contact Resident Life at 301- 314 -2100 and Dining Services at 301-314-8067

PENALTIES FOR DROPS DURING SCHEDULE ADJUSTMENT

Full-time undergraduate students do not receive a refund for courses dropped if the total number of credits for which they are registered remains twelve or more.

Prior to the first day of classes, August 30, 2009 or earlier, if a full-time undergraduate student drops a course or courses, thereby changing the total number of credits for which the student is registered to eleven or less, charges for the semester will be assessed on the basis of the per credit hour fee for part-time students. However, if the student later adds a course or courses, thereby changing the total number of credits for which the student is registered to twelve or more, the student will be charged for the difference between per credit hour fees paid and the general fees for full-time undergraduates.

If during the **first five days of classes**, **August 31 – September 4, 2009**, a full-time undergraduate drops a course or courses thereby changing the total number of credits for which he/she is registered to eleven or less, charges for the semester will be assessed on the basis of part-time charges plus 20% of the difference between the full-time tuition and fees and appropriate part-time charges. After the first five days of classes, there is no refund for changing from full-time to part-time status.

UNDERGRADUATE DROPS, CANCELLATIONS AND WITHDRAWALS

Drop Policy

The drop period for undergraduate students begins at the close of the schedule adjustment period and ends at the end of the tenth week of class. During this drop period a student may drop a maximum of four credits. If a course is more than four credits, the student may drop the entire course. In the case of a variable credit course, the credit level may be reduced by up to four credits. Courses dropped after the schedule adjustment period will be recorded on the students' transcript with a "W" notation. This mark is not used in computing the semester or cumulative GPA.

REFUND SCHEDULE FOR DROPPING COURSES

Refund Schedule for Dropping Courses – Part-Time Undergraduates

Part-time undergraduates are charged by the credit hour. A percentage charge and/or complete charge for the course may be imposed if the deadlines indicated below are not followed:

August 30, 2009 or earlier (prior to the first day of classes) . . . . . **100% refund**
There will be no charge for courses dropped prior to this date.

August 31 – September 4, 2009 (first five days of classes) . . . . . **80% refund**
There will be a 20% charge imposed for courses dropped during this period.

September 5, 2009 and after . . . . . **0% refund**
Student will incur full charge for courses dropped during this period.

IMPORTANT NOTES ABOUT DROP/ADD TRANSACTIONS

During the first ten days of classes (from August 31 – September 14, 2009) students will not be charged for course add/drop transactions if they are of equal credit value, at the College Park Campus and if they are processed on the same day. For example, a student wishing to drop CHEM 678 and add CHEM 691 (both 3 credit courses) would incur no financial penalty provided both the add and drop occur on the same day. This is considered an even exchange. Remember, to avoid additional tuition charges when dropping and adding, BOTH the drop and the add must be done during the same day. The total number of credits dropped and added must be equal. NOTE: COURSES TAKEN AT SHADY GROVE AND OTHER CAMPUSES ARE NOT CONSIDERED IN EVEN EXCHANGE CALCULATIONS.

SPECIAL COURSE REFUNDS

MATH 003, 010, 011, 013, 015

A part-time or full-time undergraduate who drops a developmental math course will receive an 80% refund of the special fee if the course is dropped during the first five (5) days of classes, and 0% thereafter. Please refer to page 35 for additional information on these courses.

UNIV/ENCO 098/099

A part-time or full-time undergraduate student who drops UNIV 098/099, or ENCO 098/099 will receive an 80% refund of the fee if the course is dropped during the first five (5) days of classes and 0% thereafter.

WITHDRAWAL

Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the University understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. The University considers such an interruption to be very serious as it delays normal progress towards the degree. Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the University.

Potential Implications: Withdrawing or taking a leave of absence from the University may have serious implications for international students, students receiving financial aid or students residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal or leave of absence plans.

- Financial Service Center: 1135 Lee Building, 301-314-9000, email: billtalk@umd.edu
- Department of Resident Life: 2100 Annapolis Hall, 301-314-2100, email: reslife@umd.edu
- International Education Services: 3117 Mitchell Building, 301-314-7740, email: iesadv@deans.umd.edu

Withdrawal Procedures

A withdrawal is available anytime between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar beginning August 31, 2009, but no later than the last day of classes, December 11, 2009. Withdrawal becomes effective on the date the form is filed with the Office of the Registrar. A notation of withdrawal and the effective date will be posted to the students' academic record.

UNDERGRADUATE DROPS, CANCELLATIONS AND WITHDRAWALS

Refunds of Tuition and Fees

Tuition credit will be initiated according to the effective date recorded by the Office of the Registrar. Refund amounts, by date, are shown below. Stopping payment on a check does not constitute an official withdrawal.

Credit adjustments for unused housing services are based on the date residence halls checkout procedures are completed, not the date of withdrawal. See your "Residence Hall/Dinning Services Agreement." All financial accounts must be cleared through the Financial Service Center, Lee Building. Additionally, all library materials must be returned. Refunds for credit adjustments will be authorized after all student financial aid adjustments have been processed and any balance remaining on the account has been deducted.

Dates for Refund of Tuition and Fees for Withdrawal from all Courses for Fall 2009

On or before August 30, 2009	100%
August 31 to September 14, 2009	80%
September 15 to September 21, 2009	60%
September 22 to September 28, 2009	40%
September 29 to October 5, 2009	20%
October 6, 2009 and beyond	0

Notes:

1. Students who have not paid account at the time of withdrawal will be billed according to the above schedule.
2. Students receiving Title IV funds will have their refunds calculated in accordance with Federal Regulations.
3. In computing refunds to students who have scholarships and loans from University funds, the computation will be made in such a way as to return the maximum amount to the scholarship and loan accounts without loss to the University.
4. Only amounts in excess of the non-refundable enrollment deposit will be refunded.

LEAVE OF ABSENCE

A leave of absence is a type of withdrawal that is available for students wishing to take time away from the University with the intention of returning the following semester. The leave of absence status is especially helpful for recipients of federal financial aid because they are not considered to be withdrawn provided they do return and complete the following semester. Students may apply for a leave of absence only during the last 60 days of the semester. The leave of absence period for the Fall 2009 semester begins October 21, 2009. A students' return to the University is contingent upon the conditions outlined in "Return to the University" below. There are no refunds associated with a leave of absence. Also students with Federal financial aid should contact the office of Student Financial Aid to discuss the significant ramifications of a leave of absence. Students wishing to request a leave of absence should contact the Office of the Registrar at 301-314-8240 or in room 1113 Mitchell Building for assistance.

Return to the University

In general, a student may withdraw or take a leave of absence from the University only once during matriculation as an undergraduate. Students who find it necessary to leave the University are required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA, with no previous withdrawal or leave of absence, are exempt from this requirement. Students who withdraw or take a leave of absence while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. Students are also required to complete a Reinstatement Advising Meeting with their academic college advising office before the petition will be considered by the Faculty Review Board.

Petition Faculty Review Board:
www.admit.umd.edu/rrapp/reinstate.html (Reinstatement advising meeting with students college is required)
Apply for readmission:
www.uga.umd.edu/reenroll/readmitApp.html (available only to students who have earned a 2.0 cumulative GPA with no previous withdrawal or leave of absence)

Additional Information:

- The effective date of withdrawal or leave of absence for the purposes of refunds is the date that the notice is received by the Office of the Registrar. Notation of withdrawal/leave of absence and the effective date will be posted to the student's academic record. Instructors and college offices will be notified of all withdrawn students. The deadline date for submitting the withdrawal for each semester is the last day of classes. Students should contact the Office of Undergraduate Admissions for reenrollment information.
- The repeat policy will not apply to courses taken during the academic semester from which the student is officially withdrawn.
- Military Call-up: If you are called to active duty in the U.S. armed forces, you may present your orders, withdraw, and receive a full refund of your tuition and fees for that semester. Students may re-enroll upon completion of their tour of duty.

GRADUATION INFORMATION FOR UNDERGRADUATES

PREPARING TO GRADUATE
Be sure to contact your advising college for your senior audit. Also, if you are pursuing a minor and/or certificate, contact your program advisor to confirm your completion status.

Degree Navigator is an online planning tool designed to help students and advisors evaluate academic progress towards completion of requirements for graduation. The program is intended as an unofficial guide only; it does not imply degree clearance, nor does it take the place of an official academic audit or ongoing formal academic advising. Official audits are conducted by your academic advisor. Please visit pages 19-21 or www.testudo.umd.edu/dnentry.html for further information.

APPLYING TO GRADUATE
For a diploma dated December 2009, apply for a diploma by September 14, 2009. Diploma applications can be processed in either of the following ways:

- Online at www.my.umd.edu. Select Records and Registration Services, then Apply for Graduation.

- In person at the Student Services Counter in the first floor lobby of the Mitchell Building.

COMMENCEMENT CEREMONIES
Visit www.commencement.umd.edu for the latest information on the ceremony dates, locations, times and speakers.

COMMENCEMENT HONORS
Summa cum laude, magna cum laude and cum laude are the highest commencement honors that the University bestows for sustained excellence in scholarship. They are awarded to the top 10% of all students graduating in each college over the course of a year. Summa cum laude is awarded to students with a GPA equal to the highest two percent of all college graduates over the past three terms, magna cum laude to the next highest three percent, and cum laude to the following five percent. To be eligible for this recognition, at least 60 semester hours must be earned at College Park or in a resident credit program to College Park. No more than six credits taken pass/fail or satisfactory/fail shall count toward the 60 hour minimum. No student with an average less than 3.300 will be considered for a commencement honor. Because grades for a term generally are officially recorded after the term's graduation day, computation of the student's GPA will not include grades for courses taken during the student's final semester at the University of Maryland, College Park. However, the hours taken during that semester will apply toward the 60-hour requirement.

EXAM SCHEDULE - FALL 2009

A final examination shall be given in every course. Exceptions may be made with the written approval of the chair, the director, or the dean of the department, non-departmentalized school or college as appropriate. However, a student's final course grade shall be based on a combination of assessments that is at least the equivalent of a comprehensive examination.

No final examination may be given, or equivalent assignment due, during the last week of classes. All in-class final examinations must be held on the date and at the time listed in this Official Examination Schedule. Out-of-class final examinations or equivalent assessments shall be due on the date and at the time listed in this Official Examination Schedule.

Students whose class schedule requires them to take more than three final examinations on the same day have the right to reschedule examinations so they have no more than three on a given day. The student must take responsibility for initiating the rescheduling or be responsible for taking the examinations as scheduled. When rescheduling is necessary, the student should first contact the instructor(s) of the class(es). Students who have difficulties rescheduling examinations with their instructors should contact the Dean's Office of their academic program for help. Students wishing to reschedule a final examination under this rule should contact their instructor(s) by the deadline for dropping courses (see Deadlines in this schedule of classes). Students are strongly encouraged to check the final exam schedule before registering for courses. For additional information, see Attendance and Assessment in this schedule of classes.

Exam times are ***based on, but not the same as,*** the start time of the lecture period for the individual class. The tables below can be used to determine exam times. Final exams are scheduled from December 14-19, 2009

Note: Please see exceptions listed on the next page.

FALL 2009 STANDARD FINAL EXAM TABLE

If course meets:	*Exam will be on:*	*From:*
MWF 8:00	Monday, Dec 14	10:30am-12:30pm
MWF 9:00	Thursday, Dec 17	8:00am-10:00am
MWF 10:00	Saturday, Dec 19	8:00am-10:00am
MWF 11:00	Wednesday, Dec 16	8:00am-10:00am
MWF 12:00	Friday, Dec 18	8:00am-10:00am
MWF 1:00	Tuesday, Dec 15	1:30pm-3:30pm
MWF 2:00	Thursday, Dec 17	1:30pm-3:30pm
MWF 3:00	Wednesday, Dec 16	1:30pm-3:30pm
MWF 4:00	Saturday, Dec 19	1:30pm-3:30pm
MWF 5:00	Thursday, Dec 17	4:00pm-6:00pm
MW 8:00	Monday, Dec 14	10:30am-12:30pm
MW 9:30	Saturday, Dec 19	8:00am-10:00am
MW 11:00	Wednesday, Dec 16	8:00am-10:00am
MW 12:30	Friday, Dec 18	8:00am-10:00am
MW 2:00	Thursday, Dec 17	1:30pm-3:30pm
MW 3:30	Wednesday, Dec 16	1:30pm-3:30pm
MW 5:00	Thursday, Dec 17	4:00pm-6:00pm
TuTh 8:00	Friday, Dec 18	10:30am-12:30pm
TuTh 9:30	Tuesday, Dec 15	8:00am-10:00am
TuTh 11:00	Monday, Dec 14	8:00am-10:00 am
TuTh 12:30	Friday, Dec 18	1:30pm-3:30pm
TuTh 2:00	Thursday, Dec 17	10:30am-12:30pm
TuTh 3:30	Saturday, Dec 19	10:30am-12:30pm
TuTh 5:00	Friday, Dec 18	4:00pm-6:00pm

EXAM SCHEDULE - FALL 2009

EXAMS FOR CLASSES THAT MEET AT NON-STANDARD TIMES

Classes that meet at non-standard times, or whose starting times do not correspond with any of the standard class times (times included in the chart above), will not be assigned a time for the final exam until mid-semester.

EXAMS FOR CLASSES BEGINNING AT 6 P.M. AND LATER are given on the same day and at the same time that the class normally meets during the semester. For example, a class that meets Tuesday at 6:00 p.m. will have its exam on Tuesday of the exam week at 6:00 p.m.; a class that meets Thursday at 6:00 p.m. will have its exam on Thursday of the exam week at 6:00 p.m. Final examinations for classes that meet more than once a week will be held on the exam day corresponding to the first day of the week that the class meets; ex: a class that meets T/Th at 6:00 p.m. will have its exam on Tuesday of the exam week at 6:00. Exams will be given in regularly scheduled classrooms. The department will notify faculty of any exceptions.

FINAL EXAMINATIONS FOR BMGT COURSES NUMBERED 600 AND ABOVE do not follow the schedule outlined on previous page. These exams are generally three hours in length. Exam dates and times will be announced in class.

Exam times for the **UNDERGRADUATE BUSINESS PROGRAM at SHADY GROVE** will be announced in class.

COMMON FINAL EXAMS Final examinations for all sections of the courses listed below are given at the times indicated. Note that these exam times do not depend on the hour or day at which the particular section meets. The rooms in which these examinations will be held will be announced in class.

FALL 2009 COMMON FINALS EXAM TABLE

Course	*Exam will be on:*	*From:*
BIOM 301	Monday, Dec 14	4:00pm-6:00pm
BMGT 220	Wednesday, Dec 16	10:30am-12:30pm
BMGT 221	Tuesday, Dec 15	4:00pm-6:00pm
BMGT 230	Monday, Dec 14	7:00pm-9:00pm
BMGT 340	Tuesday, Dec 15	10:30am-12:30pm
BMGT 350	Monday, Dec 14	4:00pm-6:00pm
BMGT 364	Wednesday, Dec 16	4:00pm-6:00pm
CHEM 131	Tuesday, Dec 15	10:30am-12:30pm
CHEM 132	Monday, Dec 14	TBA
CHEM 147	Monday, Dec 14	TBA
CHEM 231	Tuesday, Dec 15	10:30am-12:30pm
CHEM 232	Monday, Dec 14	TBA
CHEM 241	Tuesday, Dec 15	10:30am-12:30pm
CHEM 242	Monday, Dec 14	TBA
CHEM 247	Tuesday, Dec 15	10:30am-12:30pm
CHEM 271	Tuesday, Dec 15	10:30am-12:30pm
CHEM 272	Monday, Dec 14	TBA
CMSC 102	Monday, Dec 14	4:00pm-6:00pm
CMSC 106	Tuesday, Dec 15	4:00pm-6:00 pm
CMSC 131	Tuesday, Dec 15	4:00pm-6:00 pm
CMSC 132	Tuesday, Dec 15	4:00pm-6:00 pm
CMSC 136	Monday, Dec 14	TBA
CMSC 212	Monday, Dec 14	4:00pm-6:00pm
CMSC 250	Wednesday, Dec 16	4:00pm-6:00pm
CMSC 311	Tuesday, Dec 15	4:00pm-6:00 pm
CMSC 330	Monday, Dec 14	4:00pm-6:00 pm

Course	*Exam will be on:*	*From:*
CMSC 351	Wednesday, Dec 16	4:00pm-6:00pm
EDMS 410	Wednesday, Dec 16	4:00pm-6:00pm
EDMS 451	Monday, Dec 14	4:00pm-6:00pm
ENES 102	Wednesday, Dec 16	4:00pm-6:00pm
ENES 220	Wednesday, Dec 16	4:00pm-6:00pm
ENES 221	Tuesday, Dec 15	4:00pm-6:00pm
FREN 103	Wednesday, Dec 16	10:30am-12:30pm
FREN 203	Wednesday, Dec 16	10:30am-12:30pm
GERM 103	Wednesday, Dec 16	10:30am-12:30pm
GERM 203	Wednesday, Dec 16	10:30am-12:30pm
ITAL 103	Wednesday, Dec 16	10:30am-12:30pm
ITAL 203	Wednesday, Dec 16	10:30am-12:30pm
JAPN 101	Wednesday, Dec 16	10:30am-12:30pm
JAPN 102	Wednesday, Dec 16	10:30am-12:30pm
MATH ****see list of courses below*	Monday, Dec 14	1:30pm-3:30pm
NFSC 100	Wednesday, Dec 16	10:30am-12:30pm
PHYS 161	Tuesday, Dec 15	6:30pm-8:30pm
PHYS 260	Tuesday, Dec 15	6:30pm-8:30pm
PHYS 270	Wednesday, Dec 16	6:30pm-8:30pm
RUSS 101	Wednesday, Dec 16	10:30am-12:30pm
RUSS 102	Wednesday, Dec 16	10:30am-12:30pm
RUSS 201	Wednesday, Dec 16	10:30am-12:30pm
RUSS 202	Wednesday, Dec 16	10:30am-12:30pm
STAT 100	Monday, Dec 14	1:30pm-3:30pm
CONFLICT RESOLUTION	Saturday, Dec. 19	4:00pm-6:00pm

**** MATH 003, 110, 111, 112, 113, 115, 115B, 130, 131, 140, 140B, 140H, 141, 141H, 212, 213, 214, 220, 221, 240, 241, 241H, 246, 246H*

UNDERGRADUATE ADVISING RESOURCES

WHAT IS ACADEMIC ADVISING?

Academic advising is an ongoing and multifaceted process that facilitates the growth and development of students, helps students clarify their educational and career goals, and enables them to chart a meaningful plan for achieving those goals. Advising is the joint responsibility of the student and the advisor and it entails shared decision-making. Throughout the advising process, the advisor assists students in evaluating their degree progress and helps them select appropriate courses and other educational experiences tailored to their personal goals. Academic advising plays a key role in the creation of a campus climate that promotes student involvement and empowers students to take responsibility for their education. Ultimately, students are responsible for making decisions and setting and meeting identified goals and published requirements (Advising Community Group, University of Maryland, 2002).

EXPECTATIONS FOR ADVISING

The following set of principles allows both students and advisors to have a clear understanding of their roles and individual responsibilities. Advising may be conducted at several levels and by different people. Each academic unit has the discretion in the establishment of its advising plan to address the issue of who provides the advising. Several types of advising are listed below:

- Basic advising directed at the identification and satisfaction of university, program, and departmental requirements.
- Advising directed at identifying and evaluating potential academic majors and careers.
- Advising directed at evaluating choices within academic majors.
- Advising directed at upper-level students on career options, graduate school, etc.
- Advising that focuses on personal development. This is a mentoring process, which may or may not develop between a student and a faculty or staff member.

The student can expect:

- Access to four-year degree templates for each academic program.
- Accurate and up-to-date information about departmental programs.
- Reasonable access to faculty and advisors throughout the semester.
- Adequate staffing to offer advising to all new students at orientation and all early registrations.
- Faculty and advisors with an up-to-date knowledge of departmental and university programs and requirements.
- Transfer evaluation completed within the first semester at UMCP for all students transferring to College Park.
- An individualized audit prepared on request when the student has completed 75 credits and is within three semesters of his/her expected graduation.

At the same time that the student has expectations for the advising process, the advisor also has expectations. Among these expectations are:

- The student must recognize that the final responsibility for his/her education is his/her own. Advisors can only help.
- The student reads university, college, and departmental materials (such as the catalog, regulations listed in the schedule of classes, departmental handbooks, handouts about the options and sequences in the student's major) before coming to see an advisor.
- The student recognizes that there are different types of advising and different people to do the different types of advising. The student should ask appropriate questions for the different kinds of advisors. For example, faculty are best able to advise on career opportunities and grad school; college advisors know university regulations; departmental advisors understand major requirements and course sequences; peer advisors know the most about individual instructor teaching styles and course workload expectations.
- The student understands that no single advisor can answer everything.
- The student should schedule an advising appointment well ahead of the scheduled date for registration. Students not planning ahead may find advisors unavailable for last minute consultations.
- Students unable to keep appointments should notify the advisor.
- The student prepares an academic plan and a proposed schedule of classes before coming to see an advisor. The student should bring these and other appropriate material lo the advising session.
- The student has an agenda for the advising session that includes items to be discussed and questions to be answered.

DEGREE NAVIGATOR (DN)

Degree Navigator is designed to help you evaluate your progress towards completion of requirements for graduation. It produces an academic ***audit***, where you can view the requirements for any major, and then see how the courses you have taken 'fit' into those requirements. Please note that DN is a *tool* to help you chart your progress in a major; that is, the audits that DN provides are not official. As such, they do not imply degree clearance – official audits can only be provided by your advising unit. You SHOULD, however, use DN as a springboard for discussions by perhaps using DN before attending an advising session, and then using the DN results to help formulate questions or issues to discuss with your advisor.

UNDERGRADUATE ADVISING RESOURCES

HOW DO YOU ACCESS DN?
Any current undergraduate student can access Degree Navigator by logging in via Testudo:
- go to Testudo at www.testudo.umd.edu
- select the Records & Registration button from the left side of the screen
- select the Degree Navigator link from the "Limited Access" listing
- read the information on the page and then click on the "Welcome to Degree Navigator" link at the bottom of the page
- log in using your directory ID — You may now conduct an audit!

HOW DO YOU CONDUCT AN AUDIT?

Conduct an audit in any program that you are officially enrolled in
You may conduct an audit in any major or minor that you are officially enrolled in. In some cases, you may see a link to something called a "Benchmark" audit. Benchmark audits are partial audits, displaying only a subset of requirements that are needed for graduation; these audits are designed to show you when certain pieces of your academic program are expected to be completed. Benchmark audits will give you an idea of how you are progressing in your major at anywhere from one to three separate points.
To conduct an 'audit' in your registered major(s), minor(s), or benchmark:
- Click on the link associated with the major on the right side of the screen (under your name)

Once the audit appears, the requirements will be in towards the left side of the screen, and courses you have taken and that can be applied towards those requirements will appear in the 'Courses Applied' sections

Conduct an audit in a non-registered major
You may conduct audits in a major or minor that you are not registered in (e.g., if you are planning on changing majors and would like examine your progress in a different major).
- Mouse over 'SEARCH' at the top left corner of the screen and select 'Degrees'
- Enter in a word that is associated with the major you are interested in (e.g., typing in the word "computer" will return a listing of majors/programs that have "computer" as part of the name of the program)
- Select the link that corresponds to the major you're interested in
- Select "Audit – Student Audit" from the 'Degree Description' drop-down box at the top

Create 'what if' scenarios by selecting courses
You may select courses to see what your audit will look like if you were to take certain courses (e.g., if you are *thinking* about taking courses MATH140, PSYC100, and ENGL463, you can select them to see how they impact your audit). Please note that selecting a course in DN does *not* register you into that course.

ADVISING CONTACTS

Advising is strongly recommended for all students, and is mandatory for the following groups: Newly admitted first-year and transfer students, concurrent enrollment students, students on academic probation, students nearing senior status, students not meeting fundamental studies requirements, student athletes, individual admit students, students in the Academic Achievement Program and students in certain majors and colleges. Additionally some registration actions require permission from your academic advising college. Please see the list below for contact information.

Students who have general questions about campus programs and advising policies may visit or call the Division of Letters & Sciences, Room 1117, Hornbake Library, 314-8418.

COLLEGE OF AGRICULTURE & NATURAL RESOURCES

www.agnr.umd.edu

Agricultural & Resource Economics

Undergraduate	5-1293	barbb@arec.umd.edu
Graduate	5-1293	barbb@arec.umd.edu

Animal & Avian Sciences

Undergraduate	5-1366	ansc@umd.edu
Graduate	5-1366	ansc@umd.edu

Environmental Science & Policy Program

Undergraduate	5-8571	wwhitte@umd.edu

Environmental Science & Technology Program

Undergraduate	5-1306	kmonahan@umd.edu
Graduate	5-1306	graduatestudies@umd.edu

Landscape Architecture

Undergraduate	5-4359	dnmyers@umd.edu
Graduate	5-4359	jack@umd.edu

Natural Resources Management

Undergraduate	5-1193	kmonahan@umd.edu
Graduate	5-1193	kmonahan@umd.edu

Nutrition & Food Science

Undergraduate	5-8980	nfscinfo@umd.edu
Graduate	5-8980	nfscinfo@umd.edu

Plant Sciences

Undergraduate	5-6244	cswalsh@umd.edu
Graduate	5-6244	gcoleman@umd.edu

SCHOOL OF ARCHITECTURE, PLANNING & PRESERVATION

www.arch.umd.edu

Architecture

Undergraduate	5-8000	arcinfo@umd.edu
Graduate	5-8000	arcinfo@umd.edu

UNDERGRADUATE ADVISING CONTACTS

Real Estate Development Program
Graduate 5-6790 mmcf@umd.edu

COLLEGE OF ARTS & HUMANITIES
www.arhu.umd.edu

American Studies
Undergraduate 5-1354 americanstudies@umd.edu
Graduate 5-1354 americanstudies@umd.edu

Art
Undergraduate 5-7790 artdept@umd.edu
Graduate 5-7790 artdept@umd.edu

Art History & Archaeology
Undergraduate 5-1479 hoffmanj@umd.edu
Graduate 5-1487 ddown@umd.edu

Asian & East European Languages and Cultures
Undergraduate 5-4239 asianstudies@umd.edu

Classics
Undergraduate 5-2013 prhodes@umd.edu
Graduate 5-2013 prhodes@umd.edu

Communication
Undergraduate 5-6529 leahwaks@umd.edu
Graduate 5-6527 spg@umd.edu

Comparative Literature Program
Graduate 5-3809 english@umd.edu

Dance
Undergraduate 5-3180 dancedept@umd.edu
Graduate 5-3180 dancedept@umd.edu

English Language & Literature
Undergraduate 5-3825 english@umd.edu
Graduate 5-3809 english@umd.edu

French Language & Literature
Undergraduate 5-4024 cmossman@umd.edu
Graduate 5-4028 jbrami@umd.edu

Germanic Language & Literature
Undergraduate 5-4091 germanicstudies@umd.edu
Graduate 5-4091 germanicstudies@umd.edu

History
Undergraduate 5-4265 barkleyb@umd.edu
Graduate 5-4265 daryle@umd.edu

Italian Language & Literature
Undergraduate 5-4024 jbrami@umd.edu

Jewish Studies
Undergraduate 5-4975 jwst-contact@umd.edu
Graduate 5-4975 jwst-contact@umd.edu

Latin American Studies Center
Undergraduate 5-6459 lasc@umd.edu

Linguistics
Undergraduate 5-7002 tbleam@umd.edu
Graduate 5-7002 colin@umd.edu

Music
Undergraduate 5-5574 vswyant@umd.edu
Graduate 5-5560 dkuckuda@umd.edu

Persian Studies
Undergraduate 5-1891 persianstudies@umd.edu
Graduate 5-1891 persianstudies@umd.edu

Philosophy
Undergraduate 5-5689 philadv@umd.edu
Graduate 5-5689 aspier@umd.edu

Spanish & Portuguese Languages and Literatures
Undergraduate- Spanish 5-6452 kremson@umd.edu
Undergraduate- Portuguese 5-6457 r@umd.edu
Graduate- Spanish 5-8233 mlacorte@umd.edu
Graduate- Portuguese 5-6451 emerediz@umd.edu

Theatre
Undergraduate 5-6676 thetinfo@umd.edu
Graduate 5-6676 thetinfo@umd.edu

Women's Studies
Undergraduate 5-6877 womensstudies@umd.edu
Graduate 5-6877 womensstudies@umd.edu

COLLEGE OF BEHAVIORAL & SOCIAL SCIENCES
www.bsos.umd.edu

African American Studies
Undergraduate 5-1170 vskeeter@umd.edu

Anthropology
Undergraduate 5-1423 ehanson@anth.umd.edu
Graduate 5-1423 mpaolisso@anth.umd.edu

Criminology & Criminal Justice
Undergraduate 5-4729 advising@crim.umd.edu
Graduate 5-4699 crimgrad@deans.umd.edu

Economics
Undergraduate 5-3266 edinger@econ.umd.edu
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Sociology
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THE ROBERT H. SMITH SCHOOL OF BUSINESS
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MBA Program 5-2559 mba_info@rhsmith.umd.edu
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COLLEGE OF CHEMICAL & LIFE SCIENCES
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Graduate 5-6991 sbiancar@umd.edu

Chemistry & Biochemistry
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Graduate 5-7022 chemgrad@deans.umd.edu

Entomology
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Graduate 5-2401 ent-grad-director@umd.edu

UNDERGRADUATE ADVISING CONTACTS

COLLEGE OF COMPUTER, MATHEMATICAL & PHYSICAL SCIENCES

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Atmospheric & Oceanic Science
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Graduate 5-5391 helper@atmos.umd.edu

Chemical Physics Program
Graduate 5-4780 dajenkin@umd.edu

Computer Science
Undergraduate 5-2672 ugrad@cs.umd.edu
Graduate 5-2664 csgradof@cs.umd.edu

Geology
Undergraduate 5-4082 dabrown@geol.umd.edu
Graduate 5-4385 jsmartin@geol.umd.edu

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Undergraduate 5-4362 ugadvisor@math.umd.edu
Graduate 5-5058 mathgrad@deans.umd.edu

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COLLEGE OF EDUCATION

www.education.umd.edu

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Graduate 5-2858 cscott18@umd.edu

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Undergraduate 5-3120 edci-adv@umd.edu
Graduate 5-3324 edci-grad@deans.umd.edu

Education Leadership, Higher Education & International Education
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Education Policy Studies
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Undergraduate 5-5612 bmackint@umd.edu
Graduate 5-2827 mkillen@umd.edu

Measurement, Statistics & Evaluation
Graduate 5-3624 rwalukon@umd.edu

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A. JAMES CLARK SCHOOL OF ENGINEERING

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Graduate 5-3457 rosalia5@umd.edu

Bioengineering
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Graduate 5-2976 bioe-grad@umd.edu

Chemical & Bimolecular Engineering
Undergraduate 5-1935 chbeundergrad@umd.edu
Graduate 5-1935 chbegrad@umd.edu

Civil & Environmental Engineering
Undergraduate 5-7768 asantos@umd.edu
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Electrical & Computer Engineering
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Fire Protection Engineering
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Graduate 5-5257 marino@umd.edu

Materials Science & Engineering
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Graduate 5-5212 wuttig@umd.edu

Mechanical Engineering
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Graduate 5-5309 balab@eng.umd.edu

Reliability Engineering
Graduate 5-5215 enmegrad@deans.umd.edu

THE GRADUATE SCHOOL

www.gradschool.umd.edu
Graduate Student Services 5-0376 gradschool@umd.edu

COLLEGE OF INFORMATION STUDIES

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Information Management
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Doctor of Philosophy
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LETTERS & SCIENCES

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Undergraduate Student Services 4-8418 askltsc@umd.edu

PHILIP MERRILL COLLEGE OF JOURNALISM

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SCHOOL OF PUBLIC HEALTH

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SCHOOL OF PUBLIC POLICY

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UNDERGRADUATE STUDIES

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Asian American Studies Program
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Individual Studies Program
Undergraduate 5-2793 jburton1@umd.edu

Lesbian, Gay, Bisexual & Transgender Studies Program
Undergraduate 5-5428 lgbts@umd.edu

CORE PROGRAM

OFFICE OF THE DEAN FOR UNDERGRADUATE STUDIES
2130 Mitchell Building • Phone: 301-405-9359 • Web: www.ugst.umd.edu/core

The CORE Liberal Arts and Sciences Studies Program (CORE) is the University of Maryland's set of general education requirements that all undergraduates must complete in addition to their major, department, and college requirements. The CORE requirements are outlined below. **Please check Testudo FALL 2009 course offerings and their CORE requirements status. For the most up to date listing of approved CORE courses please go to CORE Online at www.ugst.umd.edu/core.**

ADDITIONAL RESOURCES:

- **CORE Academic Planner and Record Keeper** available at your college advising office and at the Office of the Dean for Undergraduate Studies, 2130 Mitchell Building.
- **Undergraduate Catalog** online at www.umd.edu/catalog
- For more information on **Study Abroad** and **CORE** requirements, see CORE Online at: www.ugst.umd.edu/core/moreinfo/StudyAbroad.html

NOTE: *If you earned nine or more credits before May, 1990 that will count toward your undergraduate degree from the University of Maryland, you may need information about earlier general education programs. Please refer to the Undergraduate Catalog or CORE Online.*

COURSES USED TO FULFILL CORE REQUIREMENTS:

MUST be selected from the approved CORE course lists.
MAY also be used to satisfy college, major, and/or supporting area requirements if the courses also appear on CORE Fundamental or Distributive Studies lists.
MAY NOT be taken on a Pass-Fail basis.

I. CORE FUNDAMENTAL STUDIES (3 courses)

1. ONE COURSE IN INTRODUCTION TO WRITING

[Must be attempted within first 30 credits and passed within first 60.]

Approved CORE Introduction to Writing Courses:

ENGL 101	Introduction to Writing
ENGL 101A	Introduction to Writing (Must be taken if student has TSWE [SAT verbal subtest] score below 33)
ENGL 101H	Introduction to Writing (Honors Students)
ENGL 101X	Introduction to Writing (Students for whom English is a second language may register for ENGL 101X instead of ENGL 101).

Note: Based on scores from either the TOEFL or MEIP, students may be required to complete a program of English language instruction for non-native speakers through the MEI before being allowed to register for ENGL 101X.

Exemptions from Introduction to Writing requirement:

- AP English Language and Composition test score of 4 or 5, OR
- SAT verbal score 670 or above for scores achieved between May 1995 and February 2005.
  In April 1995, the Educational Testing Service re-centered the scores on the SAT. Students whose test scores are from before April 1995 must have received a score of 600 or above to be exempt from Freshman Writing. This re-centering does not reflect a raising of the requirement for exemption, but a change in the scoring system used by ETS.
  In March 2005, ETS began the use of a new SAT test for writing. Information about exemption in connection with SAT tests taken after March 2005 will be available at http://www.english.umd.edu/programs/FreshmanWriting/Exemptions.html

2. ONE COURSE IN MATHEMATICS

[Must be attempted within first 30 credits and passed within first 60.]

Approved CORE Fundamental Studies Mathematics Courses:

MATH 110	Elementary Mathematical Models; OR
MATH 112	College Algebra with Applications and Trigonometry; OR
MATH 113	College Algebra with Applications; OR
MATH 115	Pre-calculus; OR

Any 100- or 200-level MATH or STAT course except MATH 199, 210, 211, 212, 213, 214, and 274.

Exemptions from Mathematics requirement:

- SAT Math score of 600 or above; OR
- AP score of 4 or above in Calculus AB or BC; OR
- AP score of 4 or above in Statistics; OR
- CLEP Calculus Exam score of 50 or higher.

Note: If you are placed in the Developmental Math Program by the Mathematics Placement Exam, you may be offered the opportunity to combine your Developmental course with the appropriate subsequent course of MATH 110, 111, 113, or 115 and thus finish both in one semester. For further information, please see the Developmental Math Program web site: www.math.umd.edu/undergraduate/courses/fsm.shtml

3. ONE COURSE IN PROFESSIONAL WRITING

[Taken after 60 credits.]

Approved CORE Professional Writing Courses:

(Select the appropriate course based on requirements or interests.)

ENGL 390	Science Writing
ENGL 391	Advanced Composition
ENGL 392	Legal Writing
ENGL 393	Technical Writing
ENGL 394	Business Writing
ENGL 395	Writing for Health Professions
ENGL 398	Topics in Professional Writing

For CORE Approved Honors Courses, please see the Honors Course section of the on-line Schedule of Classes at www.my.umd.edu and select "Academic and Testudo" tab and the CORE Website: www.ugst.umd.edu/core

CORE PROGRAM

Suffixed versions of the above course numbers also fulfill the CORE Professional Writing requirement.

Exemption from Professional Writing Requirement:
Grade of "A" in ENGL 101 (NOT ENGL 101A or ENGL 101X), except for students majoring in Engineering. All Engineering majors must take ENGL 393.

Note: No exemption from the Professional Writing requirement will be granted for achievement on SAT verbal exam. Professional Writing courses cannot be used to fulfill Advanced Studies requirements.

II. CORE DISTRIBUTIVE STUDIES (9 courses) 28 credits

1. Humanities and the Arts — three courses required:
- One course from Literature (HL) list, and
- One course from The History or Theory of the Arts (HA) list, and
- One more course from Literature (HL), OR The History or Theory of the Arts (HA), OR Humanities (HO) lists

Note: There is no specific CORE requirement for a course from the Humanities (HO) list.

2. Sciences and Mathematics — three courses required:
- Up to two courses from Physical Sciences (PL/PS) lists, and
- Up to two courses from Life Sciences (LL/LS) lists, and
- Up to one course from Mathematics/Formal Reasoning (MS) list

Notes: At least one science course MUST include or be accompanied by a lab taken in the same semester (LL or PL lists only). More than one lab course may be taken. Courses must be taken from at least two of the three lists. There is no specific CORE requirement for a course from the Mathematics and Formal Reasoning (MS) list.

3. Social Sciences and History — three courses required:
- One course from Social or Political History (SH) list, and
- Two courses from Behavioral and Social Sciences (SB) list

4. Interdisciplinary and Emerging Issues — OPTIONAL CORE DISTRIBUTIVE STUDIES CATEGORY EFFECTIVE BEGINNING FALL 2005
The IE category features courses that provide an interdisciplinary examination of issues (theory, questions, methods) across CORE areas, or present a significant portion of content that does not fit into any of the specific CORE areas but deals with contemporary issues, emerging disciplines, or other categories of knowledge, skills, and values that lie outside these areas.

Students may take one IE course in place of one of the following:
- The third course in the Humanities and the Arts category (one HL and one HA must be taken)
- The third course in the Sciences and Mathematics category (two science courses chosen from PL, PS, LL, or LS lists including at least one course from the LL or PL lists must be taken)
- One SB course in the Social Sciences category (one SH and one SB must be taken)

IMPORTANT NOTES ON THE IE OPTION:
- IE is an optional CORE distributive studies category; Students may fulfill CORE requirements without taking an IE course.
- All students under the CORE requirements (continuing and incoming) have this option.
- Only one IE course may be counted toward fulfilling CORE Distributive Studies requirements.
- Whether a student takes an IE course or not, total CORE Distributive Studies course and credit requirements remain the same: at least 9 courses and 28 credits.
- ***IE Courses:*** *See the CORE website at www.ugst.umd.edu/core for details on how to use the IE option and for a list of IE courses. The online Schedule of Classes for FALL 2009 at www.testudo.umd.edu/ScheduleOfClasses.html will list IE courses.*

III. CORE ADVANCED STUDIES (2 courses) 6 credits

Two upper-level (300- or 400-level) courses outside the major taken after 60 credits. Students may substitute a CORE–approved senior capstone course in their major or a senior or honors thesis for one of the two required Advanced Studies courses. Enrollment in CORE Capstone courses will be subject to departmental guidelines. The other course must be outside the major.

The following MAY NOT be used to fulfill Advanced Studies requirements: Professional Writing courses (courses that meet the Fundamental Studies upper-level writing requirement); courses used to meet Distributive Studies requirements; internships, practica, or other experiential learning types of courses; courses taken on a pass/fail basis.

One independent studies course (minimum of three credits, outside the major) may be used toward Advanced Studies requirements as long as it is consistent with the rules above and the faculty member supervising the independent study agrees that it is appropriate for Advanced Studies.

IV. CORE HUMAN CULTURAL DIVERSITY (One course) 3 credits

Cultural Diversity courses focus primarily on: (a) the history, status, treatment, or accomplishment of women or minority groups and subcultures; (b) non-Western culture, or (c) concepts and implications of diversity.

Note: A number of CORE Human Cultural Diversity courses also satisfy CORE Distributive Studies, Advanced Studies, or a college, major, and/or supporting area requirement.

STUDY ABROAD AND SATISFYING CORE REQUIREMENTS

Students may use study abroad to earn credit toward University of Maryland CORE Distributive and/or Advanced Studies requirements. All students considering study abroad must meet with a Study Abroad Advisor and complete the Permission to Study Abroad form (available at the Study Abroad Office). The Study Abroad Office determines if the course work will be completed through an accredited academic program and be eligible for transfer credit. Upon approval, the number of credits will be determined for each course. How the courses will apply to a student's graduation requirements will be determined by the student's advising college. CORE Distributive Studies equivalencies (if applicable) must be shown clearly on the Study Abroad form with approvals from the UM academic departments which offer similar courses. CORE Advanced Studies criteria also apply to Study Abroad courses students wish to count toward CORE Advanced Studies. Some college/departmental guidelines and restrictions may apply.

Participation in a study abroad program with the successful completion and transfer of at least 9 credits abroad automatically waives a student's CORE Human Cultural Diversity requirement.

CORE PROGRAM

CORE CODES

The following CORE Codes designate the CORE requirement(s) met by courses listed in the course scheduling section of Testudo.

CORE DISTRIBUTIVE STUDIES:

Humanities and the Arts

HL Literature
HA The History or Theory of the Arts
HO Humanities

Sciences and Mathematics

PS Physical Sciences (Non-Lab)
LS Life Sciences (Non-Lab)
PL Physical Sciences (Lab)
LL Life Sciences (Lab)
MS Mathematics or Formal Reasoning

Social Sciences and History

SH Social or Political History
SB Behavioral and Social Science

Interdisciplinary and Emerging Issues

IE

CORE ADVANCED STUDIES:

CS Capstone

CORE HUMAN CULTURAL DIVERSITY:

D Diversity

Check CORE Online

for CORE course lists and information at: www.ugst.umd.edu/core, a great resource for up-to-date CORE approvals

CORE GENERAL EDUCATION COURSE LISTS (updated 2/17/2009)

Please see the CORE Web site:ugst.umd.edu/core for the most current lists including the one-term approval list for Fall 2009.

SECTION I – CORE FUNDAMENTAL STUDIES

(3 courses required)

Please see the CORE Web site : ugst.umd.edu/CORE for details on the CORE Fundamental Studies Requirements and exemptions.

Introduction to Writing

(1 course required; Must be attempted by 30 credits and completed by 60 credits.)

ENGL 101	Introduction to Writing
ENGL 101A	Intensive Introduction to Writing
ENGL 101H	Honors Introduction to Writing
ENGL 101X	Intensive Introduction to Writing—ESL

Professional Writing

(1 course required; Must be taken after 60 credits.)

ENGL 390	Science Writing
ENGL 391	Advanced Composition
ENGL 392	Legal Writing
ENGL 393	Technical Writing
ENGL 394	Business Writing
ENGL 395	Writing for Health Professionals
ENGL 398	Topics in Professional Writing

Suffixed versions of the above course numbers also fulfill the CORE Professional Writing requirement.

Mathematics

(1 course required; Must be attempted by 30 credits and completed by 60 credits.)

MATH 110	Elementary Mathematical Models
MATH 111	Introduction to Probability
MATH 112	College Algebra with Applications and Trigonometry
MATH 113	College Algebra with Applications
MATH 115	Pre-calculus
MATH 140	Calculus I
MATH 220	Elementary Calculus I
STAT 100	Elementary Statistics and Probability

OTHER: Any 100- or 200-level MATH or STAT course except: MATH 199, 210, 211, 212, 213, 214, and 274.

SECTION II – CORE DISTRIBUTIVE STUDIES

Honors (HONR) CORE Courses are listed at the CORE Web site: ugst.umd.edu/CORE.

Humanities and the Arts *At least 9 credits, 3 courses*

- Literature (HL) (one course)
- The History or Theory of the Arts (HA) (one course)
- One other HL, HA, or Humanities (HO) course

Literature (CORE Code: HL)

(D) listed after a course indicates that this course also counts as CORE Human Cultural Diversity.

AASP 298L	Introduction to African-American Literature (also as ENGL 234)	D
AAST 233	Introduction to Asian American Literature (also as ENGL 233)	D
CHIN 213	Chinese Poetry into English: An Introduction	D
CLAS 100	Classical Foundations	
CLAS 170	Greek and Roman Mythology	
CLAS 270	Greek Literature in Translation	
CLAS 271	Roman Literature in Translation	
CMLT 235	Introduction to Literatures of the African Diaspora (also as ENGL 235)	D
CMLT 270	Global Literature and Social Change	D
CMLT 275	World Literature by Women (also as WMST 275)	D
CMLT 277	Literatures of the Americas	D
ENGL 201	Literature of the Western World I: Ancient and Medieval	
ENGL 201H	Literature of the Western World I: Ancient and Medieval	
ENGL 202	Literature of the Western World II: Renaissance to Modern	
ENGL 202H	Literature of the Western World II: Renaissance to Modern	
ENGL 205	Introduction to Shakespeare	
ENGL 205H	Introduction to Shakespeare	
ENGL 210	Themes in Early English Literature: Love, Adventure, and Identity	
ENGL 211	English Literature: Beginnings to 1800	
ENGL 212	English Literature: 1800 to the Present	
ENGL 221	American Literature: Beginning to 1865	
ENGL 222	American Literature: 1865 to the Present	
ENGL 233	Introduction to Asian American Literature (also as AAST 233)	D

CORE GENERAL EDUCATION COURSE LIST

ENGL 234	Introduction to African-American Literature (also as AASP 298L)	D
ENGL 235	Introduction to Literatures of the African Diaspora (also as CMLT 235)	D
ENGL 240	Introduction to Fiction, Poetry and Drama	
ENGL 241	Introduction to the Novel	
ENGL 243	Introduction to Poetry	
ENGL 244	Introduction to Drama	
ENGL 250	Introduction to Literature by Women (also as WMST 255)	D
ENGL 262	The Hebrew Bible: Narrative (also as JWST 262)	
ENGL 263	The Hebrew Bible: Poetry and Prophecy (also as JWST 263)	
ENGL 265	Introduction to Lesbian, Gay, and Bisexual Literatures (also as LGBT 265)	D
ENGL 277	Mythologies: An Introduction	D
ENGL 278K	The American Short Story	
ENGL 278W	Literature in a Wired World	
FREN 240	Masterworks of French Literature in Translation	
FREN 241	Women Writers of French Expression in Translation (also as WMST 241)	D
FREN 242	Black Writers of French Expression in Translation	D
FREN 250	Introduction to French Literature	
GERM 281	Women in German Literature and Society (also as WMST 281)	D
GERM 282	Germanic Mythology	
GERM 283	Viking Culture and Civilization	
GERM 285	German Film and Literature	
GERM 287	Ancient Celtic Culture and Civilization	
ITAL 241	Modern Italian Women Writers - in Translation	
ITAL 251	Aspects of Contemporary Italian Literature and Culture	
JAPN 217	Japanese Literature in the Age of the Samurai	D
JAPN 298A	Modern Japanese Fiction and Film in Translation	
JWST 262	The Hebrew Bible: Narrative (also as ENGL 262)	
JWST 263	The Hebrew Bible: Poetry and Prophecy (also as ENGL 263)	
JWST 270	Fantasy and the Supernatural in Jewish Literature (formerly JWST 219G)	D
JWST 272	Jewish Literature in Translation	
LGBT 265	Introduction to Lesbian, Gay, and Bisexual Literatures (also as ENGL 265)	D
PORT 228A	Latin American Literatures and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as SPAN 228A)	D
PORT 231	Introduction to the Literatures of the Portuguese Language	D
RUSS 221	Masterworks of Russian Literature I	
RUSS 222	Masterworks of Russian Literature II	
SPAN 221	Introduction to Literature	
SPAN 222	Cultural Difference in Contemporary Latin America	D
SPAN 224	Violence and Resistance in the Americas	D
SPAN 228A	Latin American Literatures and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as PORT 228A)	D
WMST 241	Women Writers of French Expression in Translation (also as FREN 241)	D
WMST 255	Introduction to Literature by Women (also as ENGL 250)	D
WMST 275	World Literature by Women (also as CMLT 275)	D
WMST 281	Women in German Literature and Society (also as GERM 281)	D

The History or Theory of the Arts (CORE Code: HA)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AMST 205	Material Aspects of American Life	
ARCH 170	Introduction to the Built Environment	
ARCH 223	History of Non-Western Architecture	D
ARCH 224	The Ancient Roman City: Pompeii and Beyond	
ARTH 100	Introduction to Art	
ARTH 200	Art of the Western World to 1300	
ARTH 201	Art of the Western World after 1300	
ARTH 250	Art and Archaeology of Ancient America	D
ARTH 275	Art and Archaeology of Africa	D
ARTH 290	Art of Asia	D
ARTT 150	Introduction to Art Theory	
CMLT 214	Film, Form, and Culture	
CMLT 280	Film Art in a Global Society	D
DANC 200	Introduction to Dance	D
ENGL 245	Film and the Narrative Tradition	
FREN 243	Masterpieces in French and Francophone Cinemas	D
FREN 298__	Aspects of French Civilization (Topics will vary)	
MUET 200	World Popular Musics and Identity	D
MUET 210	The Impact of Music on Life	D
MUET 220	Selected Musical Cultures of the World	D
MUSC 130	Survey of Music Literature	
MUSC 140	Music Fundamentals I	
MUSC 205	History of Popular Music, 1950-Present	
PHIL 230	Philosophy of the Arts	
RUSS 298K	Soviet Film: Propaganda, Myth, Modernism	
THET 110	Introduction to the Theatre	
THET 195	Gender and Performance	D
THET 240	African Americans in Film and Theatre	D
THET 290	American Theatre 1750-1890	
THET 291	American Theatre 1890-Present	
THET 293	Black Theatre and Performance I	D
THET 294	Black Theatre and Performance II	D
WMST 250	Introduction to Women's Studies: Women, Art, and Culture	D
WRLD 125	The Creative Drive: Creativity in Music, Architecture, and Science	

Humanities (CORE Code: HO)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AASP 200	African Civilization	
AMST 201	Introduction to American Studies	
AMST 203	Popular Culture in America	
AMST 204	Film and American Culture Studies	
AMST 211	Technology and American Culture	
ARHU 205	Second Year Seminar in Honors Humanities	
CHIN 202	Intermediate Written Chinese I	
CHIN 204	Intermediate Written Chinese II	
CHIN 205	Intermediate Chinese - Accelerated Track	
CMLT 291	International Perspectives on Lesbian and Gay Studies (also as LGBT 291)	D
COMM 200	Critical Thinking and Speaking	
EDPL 210	Historical and Philosophical Perspectives on Education	
ENGL 280	Introduction to the English Language	
ENGL 282	Introduction to Rhetorical Theory	
FREN 201	Intermediate French	
FREN 203	Intensive Intermediate French	
FREN 204	Review Grammar and Composition	
FREN 211	French Reading and Conversation	
GERM 201	Intermediate German I	
GERM 202	Intermediate German II	
GERM 203	Intensive Intermediate German	

CORE GENERAL EDUCATION COURSE LIST

GERM 280	German-American Cultural Contrast	
HISP 200	The Everyday and the "American" Built Environment	D
HIST 110	The Ancient World	
HIST 112	The Rise of the West: 1500-1789	
HIST 216	Introduction to the Study of World Religions	D
ITAL 122	Accelerated Italian II	
ITAL 203	Intensive Intermediate Italian	
ITAL 204	Review Grammar and Composition	
ITAL 261	Cuisine, Culture, and Society in Italy Yesterday and Today (taught in Italian)	
ITAL 271	The Italian-American Experience	
JWST 219A	The World of the Dead Sea Scrolls)	
JWST 250	Fundamental Concepts of Judaism (also as PHIL 234)	
KORA 212	Reading for Speakers of Korean II	
LARC 160	Introduction to Landscape Architecture	
LASC 234	Issues in Latin American Studies I (also as PORT 234 and SPAN 234)	D
LASC 235	Issues in Latin American Studies II (also as PORT 235 and SPAN 235)	D
LATN 201	Intermediate Latin	
LGBT 291	International Perspectives on Lesbian and Gay Studies (also as CMLT 291)	D
LING 210	Structure of American Sign Language	D
LING 240	Language and Mind	
PHIL 100	Introduction to Philosophy	
PHIL 140	Contemporary Moral Issues	
PHIL 233	Philosophy in Literature	
PHIL 234	Fundamental Concepts of Judaism (also as JWST 250)	
PHIL 236	Philosophy of Religion	
PHIL 245	Political and Social Philosophy I	
PHIL 250	Philosophy of Science I	
PHIL 256	Philosophy of Biology I	
PHIL 282	Action and Responsibility	
PORT 223	Portuguese Culture (in English)	
PORT 224	Brazilian Culture (in English)	D
PORT 234	Issues in Latin American Studies I (also as LASC 234 and SPAN 234)	D
PORT 235	Issues in Latin American Studies II (also as LASC 235 and SPAN 235)	D
RUSS 201	Intermediate Russian I	
RUSS 202	Intermediate Russian II	
RUSS 281	Russian Language and Pre-Revolutionary Culture	
RUSS 282	Contemporary Russian Culture	D
RUSS 298M	Building a New Reality: Russian Cinema at the End of the 20th Century	D
SPAN 201	Intermediate Spanish	
SPAN 203	Intensive Intermediate Spanish	
SPAN 204	Spanish Grammar Review	
SPAN 223	U.S. Latino Culture	D
SPAN 225	Cultures of the Contact Zones - Seville, Al-Andalus and the Atlantic World	D
SPAN 234	Issues in Latin American Studies I (also as LASC 234 and PORT 234)	D
SPAN 235	Issues in Latin American Studies II (also as LASC 235 and PORT 235)	D
WMST 265	Constructions of Manhood and Womanhood in the Black Community	D

Sciences and Mathematics

At least 10 credits, 3 courses

- Physical Science lists (PL, PS) (at most two courses)
- Life Sciences lists (LL, LS) (at most two courses)
- Mathematics and Formal Reasoning lists (MS) (at most one course)
- At least one of the Sciences and Mathematics courses must be from the PL or LL lists and must include or be accompanied by a laboratory taken concurrently.

Physical Sciences Lab (CORE Code: PL)

**Both courses must be taken in the same semester.

AOSC 200/201	Weather and Climate and Laboratory** (formerly METO 200/201)
ASTR 100/111	Introduction to Astronomy and Observational Astronomy Laboratory**
ASTR 101	General Astronomy
ASTR 121	Introductory Astrophysics II - Stars and Beyond
CHEM 131/132	Chemistry I - Fundamentals of General Chemistry & Lab** (formerly CHEM 103)
GEOG 201/211	Geography of Environmental Systems and Laboratory**
GEOL 100/110	Physical Geology and Laboratory**
PHYS 102/103	Physics of Music and Laboratory**
PHYS 106/107	Light, Perception, Photography and Visual Phenomena and Laboratory**
PHYS 115	Inquiry into Physics
PHYS 117	Introduction to Physics
PHYS 121	Fundamentals of Physics I
PHYS 122	Fundamentals of Physics II
PHYS 141	Principles of Physics
PHYS 142	Principles of Physics
PHYS 260/261	General Physics: Vibrations, Waves, Heat, Electricity & Magnetism and Lab**
PHYS 270/271	General Physics: Electrodynamics, Light, Relativity & Modern Physics and Lab**
PHYS 272/275	Introductory Physics: Fields / Experimental Physics I: Mechanics and Heat**

Life Sciences Lab (CORE Code: LL)

**Both courses must be taken in the same semester.

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

ANTH 220	Introduction to Biological Anthropology	D
BSCI 103	The World of Biology	
BSCI 105	Principles of Biology I	
BSCI 106	Principles of Biology II	
BSCI 122	Microbes and Society	
BSCI 124/125	Plant Biology for Non-Science Students and Laboratory**	
BSCI 201	Human Anatomy and Physiology I	
BSCI 223	General Microbiology	
BSCI 224	Animal Diversity	
CHEM 104	Fundamentals of Organic and Biochemistry	
ENST 200	Fundamentals of Soil Science (formerly NRSC 200)	
PLSC 100	Introduction to Horticulture	
PLSC 101	Introduction to Crop Sciences	

CORE GENERAL EDUCATION COURSE LIST

Physical Sciences Non-Lab (CORE Code: PS)

AOSC 123	Causes and Implications of Global Change (also as GEOG 123/GEOL 123.)
AOSC 200	Weather and Climate
ASTR 100	Introduction to Astronomy (only if taken Fall 1993 or later)
ASTR 120	Introductory Astrophysics - Solar System
ASTR 220	Collisions in Space
ENEE 132	Engineering Issues in Modern Medicine
ENES 100	Introduction to Engineering Design
ENSP 101	Introduction to Environmental Science
GEOG 123	Causes and Implications of Global Change (also as GEOL 123/AOSC 123)
GEOG 140	Coastal Environments
GEOL 104	Dinosaurs: A Natural History
GEOL 120	Environmental Geology
GEOL 123	Causes and Implications of Global Change (also as GEOG 123/AOSC 123)
GEOL 124	Biogenesis: Making a Habitable Planet
GEOL 212	Planetary Geology
GEOL 214	Global Energy Systems and Resources
PHYS 101	Contemporary Physics – Revolutions in Physics
PHYS 104	How Things Work : Science Foundations
PHYS 105	Physics for Decision Makers: The Global Energy Crisis
PHYS 111	Physics in the Modern World
PHYS 161	General Physics: Mechanics and Particle Dynamics
PHYS 171	Introductory Physics: Mechanics and Relativity

Life Sciences Non-Lab (CORE Code: LS)

BSCI 120	Insects
BSCI 205	Environmental Science
BSCI 206	Chesapeake: A living Resource
ENST 100	International Crop Production-Issues & Challenges in the 21st Century
ENST 105	Soil and Environmental Quality (formerly NRSC 105)
KNES 260	Science of Physical Activity and Cardiovascular Health
NFSC 100	Elements of Nutrition
NFSC 112	Food: Science and Technology
PLSC 203	Plants, Genes, and Biotechnology

Mathematics or Formal Reasoning (CORE Code: MS)

NOTE: MS courses do NOT fulfill CORE Science requirements.

GEOG 170	Maps and Map Use
MATH 111	Introduction to Probability
MATH 130	Calculus I for the Life Sciences
MATH 131	Calculus II for the Life Sciences
MATH 140	Calculus I
MATH 141	Calculus II
MATH 220	Elementary Calculus I
MATH 221	Elementary Calculus II
PHIL 170	Introduction to Logic
PHIL 209P	Philosophy and Computers
STAT 100	Elementary Statistics and Probability

Social Sciences and History

At least 9 credits, 3 courses

- Social or Political History (SH) (one course)
- Social and Behavioral Sciences (SB) (two courses)
- Social or Political History (CORE Code: SH)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AASP 100	Introduction to African American Studies	D
AASP 202	Black Culture in the United States	D
AAST 201	Asian American History (also as HIST 219M)	D
AAST 222	Immigration and Ethnicity in America (also as HIST 222)	D
AAST 298M	South Asian American Communities: (De)Constructing South/Asian/American Communities (also as HIST 219D)	D
ENGL 260	Introduction to Folklore	
HIST 106	American Jewish Experience (also as JWST 141)	
HIST 111	The Medieval World	
HIST 113	Modern Europe: 1789 - Present	
HIST 120	Islamic Civilization	D
HIST 122	African Civilization to 1800	D
HIST 123	Sub-Saharan Africa Since 1800 (also as AASP)	D
HIST 156	History of the United States to 1865	
HIST 157	History of the United States since 1865	
HIST 174	Introduction to the History of Science	
HIST 175	Science and Technology in Western Civilization	
HIST 210	Women in America to 1880 (also as WMST 210)	D
HIST 211	Women in America since 1880 (also as WMST 211)	D
HIST 212	Women in Western Europe, 1750 - Present (also as WMST 212)	D
HIST 213	History of Sexuality in America	D
HIST 219A	Women in Western Europe to 1750	D
HIST 219D	South Asian American Communities: (De)Constructing South/Asian/American Communities (Also as AAST 298M)	D
HIST 219M	Asian American History (also as AAST 201)	D
HIST 224	Modern Military History 1494-1815	
HIST 225	Modern Military History 1815-Present	
HIST 232	The Historical Development of London	
HIST 233	Empire! The British Imperial Experience 1558-1997	D
HIST 234	History of Britain to 1485	
HIST 235	History of Britain 1461-1714	
HIST 236	History of Britain 1688 to Present	
HIST 237	Russian Civilization	D
HIST 240	Europe in the Twentieth Century	
HIST 250	Latin-American History I	D
HIST 251	Latin-American History II	D
HIST 255	African American History, 1865-Present	
HIST 266	The United States and World Affairs	
HIST 275	Law and Constitutionalism in American History	
HIST 281	The Rabbinic Movement: History and Culture (also as JWST 230)	D
HIST 282	History of the Jewish People I (also as JWST 234)	D
HIST 283	History of the Jewish People II (also as JWST 235)	D
HIST 284	East Asian Civilization I	D
HIST 285	East Asian Civilization II	D
HIST 286	The Jew and the City through the Centuries (also as JWST 275)	D
JOUR 240	Advertising in America	
JWST 141	American Jewish Experience (also as HIST 106)	
JWST 230	The Rabbinic Movement: History & Culture (also as HIST 281)	D
JWST 234	History of the Jewish People I (also as HIST 282)	D
JWST 235	History of the Jewish People II (also as HIST 283)	D
JWST 275	The Jew and the City through the Centuries (also as HIST 286)	D
KNES 293	History of Sport in America	
PERS 251	Modern Iran	D
USLT 201	U.S. Latina/o Studies I: An Historical Overview to the 1960s	D
WMST 210	Women in America to 1880 (also as HIST 210)	D

CORE GENERAL EDUCATION COURSE LIST

WMST 211	Women in America since 1880 (also as HIST 211)	D
WMST 212	Women in Western Europe, 1750 - Present (also as HIST 212)	D

Social and Behavioral Science (CORE Code: SB)

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

AASP 101	Public Policy and the Black Community	
AAST 200	Introduction to Asian American Studies (also as AMST 298C)	D
AMST 207	Contemporary American Cultures	D
AMST 260	American Culture in the Information Age	
AMST 298C	Introduction to Asian American Studies (also as AAST 200)	D
ANTH 240	Introduction to Archaeology	D
ANTH 260	Introduction to Sociocultural Anthropology and Linguistics	D
ANTH 262	Culture and Environment	D
AREC 240	Introduction to Economics and the Environment	
AREC 250	Elements of Agricultural and Resource Economics	
BIOE 150	Bioengineering: Applied Ethics and Public Policy	
CCJS 100	Introduction to Criminal Justice	
CCJS 105	Introduction to Criminology	
CPSP 227	Science, Technology, and Society	
ECON 200	Principles of Micro-Economics	
ECON 201	Principles of Macro-Economics	
EDCP 220	Introduction to Human Diversity in Social Institutions	D
EDHD 230	Human Development and Societal Institutions	D
GEOG 100	Introduction to Geography	
GEOG 130	Developing Countries	D
GEOG 202	Introduction to Human Geography	
GVPT 100	Principles of Government and Politics	
GVPT 170	American Government	
GVPT 200	International Political Relations	
GVPT 250	Introduction to International Negotiation	D
HESP 120	Introduction to Linguistics	
HLTH 230	Introduction to Health Behavior	
JOUR 150	Introduction to Mass Communication	
KNES 287	Sport and American Society	D
LGBT 200	Introduction to Lesbian, Gay, Bisexual, and Transgender Studies	D
LING 200	Introductory Linguistics	
PSYC 100	Introduction to Psychology	
PSYC 221	Social Psychology	
SOCY 100	Introduction to Sociology	
SOCY 105	Introduction to Contemporary Social Problems	
SOCY 227	Introduction to the Study of Deviance	
SOCY 241	Inequality in American Society	D
URSP 100	Challenge of the Cities	
USLT 202	U.S. Latina/o Studies II: A Contemporary Overview 1960s to Present	D
WMST 200	Introduction to Women's Studies: Women and Society	

Interdisciplinary and Emerging Issues (CORE Code: IE)

Important notes on the IE option:

- IE is an optional CORE Distributive Studies category; Students may fulfill CORE requirements without taking an IE course.
- All students under the CORE requirements have this option.
- **Only one IE course may be counted toward fulfilling CORE Distributive Studies requirements.** It may be counted in **only one** of three ways (as one HO **or** as one SB **or** as one MS). Please refer to the CORE Web site: ugst.umd.edu/core to review this option carefully.
- Whether a student takes an IE course or not, total CORE Distributive Studies course and credit requirements remain the same: at least 9 courses and 28 credits.

(D) listed after a course indicates that this course also double counts as Human Cultural Diversity.

BMGT 110	Introduction to Business and Management	
CPSP 221	Cultures of the Americas	D
ENEE 200	Social and Ethical Dimensions of Electrical & Computer Engineering Technology	
ENES 210	Entrepreneurial Opportunity Analysis and Decision-making in 21st	
HLTH 285	Controlling Stress and Tension	
ENST 214	Introduction to Fish and Wildlife Sciences	
GEMS 104	Topics in Science, Technology and Society (STS)	
JOUR 175	Media Literacy	D
MATH 274	History of Mathematics	
PHIL 261	Philosophy of the Environment	
PHIL 280	Perspectives on the Mind: Philosophy and Cognitive Science	
PLSC 171	Introduction to Urban Ecosystems (formerly NRSC 171)	
PUAF 201	Leadership for the Common Good	
WRLD 235	The Power of Water: Politics, Technology, & Development of the Mekong River	

SECTION III – CORE HUMAN CULTURAL DIVERSITY

One course from the Human Cultural Diversity (D) list is required. This course may be completed at any time during your degree program. Diversity courses can be double counted if they also meet another CORE requirement.

CORE DIVERSITY COURSES (CORE CODE: D)

CORE Diversity Courses (CORE Code: D) Recommended for Freshmen and Sophomores

Courses noted "*" also meet CORE Distributive Studies requirements.

AASP 100	Introduction to African American Studies*
AASP 202	Black Culture in the United States*
AASP 233	Introduction to African American Literature (also as ENGL 234)*
AAST 200	Introduction to Asian American Studies (also as AMST 298C)*
AAST 201	Asian American History (also as HIST 219M)*
AAST 222	Immigration and Ethnicity in America (also as HIST 222)*
AAST 233	Introduction to Asian American Literature (also as ENGL 233)*
AAST 298M	South Asian American Communities: (De)Constructing South/Asian/American Communities (Also as HIST 219D)*
AMST 207	Contemporary American Culture*
AMST 212	Diversity in American Culture
AMST 298C	Introduction to Asian American Studies (also as AAST 200)*
ANTH 220	Introduction to Biological Anthropology*
ANTH 240	Introduction to Archaeology*
ANTH 260	Introduction to Sociocultural Anthropology and Linguistics*
ANTH 262	Culture and Environment*
ARCH 223	History of Non-Western Architecture*
ARTH 250	Art and Archaeology of Ancient America*
ARTH 275	Art and Archaeology of Africa*
ARTH 290	Art of Asia*

CORE GENERAL EDUCATION COURSE LIST

CHIN 213	Chinese Poetry into English: An Introduction*
CHIN220	Beginning Chinese Calligraphy
CMLT 235	Introduction to Literatures of the African Diaspora (also as ENGL 235)*
CMLT 270	Global Literature and Social Change*
CMLT 275	World Literature by Women (also as WMST 275)*
CMLT 277	Literatures of the Americas*
CMLT 280	Film Art in a Global Society*
CMLT 291	International Perspectives on Lesbian and Gay Studies (also as LGBT 291)*
CPSP 221	Cultures of the Americas*
DANC 138	Introduction to Ethnic Dance (2 credits)
DANC 200	Introduction to Dance*
EDCP 220	Introduction to Human Diversity in Social Institutions*
EDHD 230	Human Development and Societal Institutions*
EDPL 201	Education in Contemporary American Society
ENGL 233	Introduction to Asian American Literature (also as AAST 233)*
ENGL 234	Introduction to African-American Literature (also as AASP 298L)*
ENGL 235	Introduction to Literatures of the African Diaspora (also as CMLT 235)*
ENGL 250	Introduction to Literature by Women (also as WMST 255)*
ENGL 265	Introduction to Lesbian, Gay, and Bisexual Literatures (also as LGBT 265)*
ENGL 277	Mythologies: An Introduction*
FREN 241	Women Writers of French Expression in Translation (also as WMST 241)*
FREN 242	Black Writers of French Expression in Translation*
GEOG 130	Developing Countries*
GERM 281	Women in German Literature and Society (also as WMST 281)*
GVPT 250	Introduction to International Negotiation*
HISP 200	The Everyday and the "American" Built Environment*
HIST 120	Islamic Civilization*
HIST 122	African Civilizations to 1800*
HIST 123	Sub-Saharan Africa Since 1800 (also as AASP)*
HIST 210	Women in America to 1880 (also as WMST 210)*
HIST 211	Women in America since 1880 (also as WMST 211)*
HIST 212	Women in Western Europe, 1750 - Present (also as WMST 212)*
HIST 213	History of Sexuality in America*
HIST 216	Introduction to the Study of World Religions*
HIST 219A	Women in Western Europe to 1750*
HIST 219D	South Asian American Communities: (De)Constructing South/Asian/American Communities (Also as AAST 298M)*
HIST 219M	Asian American History (also as AAST 201)*
HIST 222	Immigration and Ethnicity in the United States (also as AAST 222)*
HIST 233	Empire! : The British Imperial Empire 1558-1997*
HIST 237	Russian Civilization*
HIST 250	Latin-American History I*
HIST 251	Latin-American History II*
HIST 255	African-American History, 1865 - Present*
HIST 281	The Rabbinic Movement: History and Culture (also as JWST 230)*
HIST 282	History of the Jewish People I (also as JWST 234)*
HIST 283	History of the Jewish People II (also as JWST 235)*
HIST 284	East Asian Civilization I*
HIST 285	East Asian Civilization II*
HIST 286	The Jew and the City through the Centuries (also as JWST 275)*
HLHP 287	Adult Health and Education Program
JAPN 217	Japanese Literature in the Age of the Samurai*
JOUR 175	Media Literacy*
JWST 230	The Rabbinic Movement: History and Culture (also as JWST 230)*
JWST 234	History of the Jewish People I (also as HIST 282)*
JWST 235	History of the Jewish People II (also as HIST 283)*
JWST 270	Fantasy & the Supernatural in Jewish Literature *
JWST 275	The Jew and the City through the Centuries (also as HIST 286)*
KNES 240	Exploring Cultural Diversity Through Movement
KNES 287	Sport and American Society*
LASC 234	Issues in Latin American Studies I (also as PORT 234 and SPAN 234)*
LASC 235	Issues in Latin American Studies II (also as PORT 235 and SPAN 235)*
LGBT 200	Introduction to Lesbian, Gay, Bisexual, and Transgender Studies*
LGBT 265	Introduction to Lesbian, Gay, and Bisexual Literatures (also as ENGL 265)*
LGBT 291	International Perspectives on Lesbian and Gay Studies (also as CMLT 291)*
LING 210	Structure of American Sign Language*
MUET 200	World Popular Musics and Identity*
MUET 210	The Impact of Music on Life*
MUET 220	Selected Musical Cultures of the World*
PERS 251	Modern Iran*
PORT 224	Brazilian Culture (in English)*
PORT 225	The Cultures of Portuguese-Speaking Africa
PORT 228A	Latin American Literature and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as SPAN 228A)*
PORT 231	Introduction to the Literatures of the Portuguese Language*
PORT 234	Issues in Latin American Studies I (also as LASC 234 and SPAN 234)*
PORT 235	Issues in Latin American Studies II (also as LASC 235 and SPAN 235)*
RUSS 282	Contemporary Russian Culture*
RUSS 298M	Building a New Reality: Russian Cinema at the End of the 20th Century*
SOCY 241	Inequality in American Society*
SPAN 222	Cultural Difference in Contemporary Latin American Culture*
SPAN 223	US Latino Culture*
SPAN 224	Violence and Resistance in the Americas*
SPAN 225	Cultures of the Contact Zones - Seville, Al-Andalus and the Atlantic World*
SPAN 228A	Latin American Literature and Society: An Interdisciplinary Approach to Environmental Issues of the Amazon Ecosystem (also as PORT 228A)*
SPAN 234	Issues in Latin American Studies I (also as LASC 234 and PORT 234)*
SPAN 235	Issues in Latin American Studies II (also as LASC 235 and PORT 235)*
THET 195	Gender and Performance*
THET 240	African Americans in Film and Theater*
THET 293	Black Theatre and Performance I*
THET 294	Black Theatre and Performance II*
USLT 201	U.S. Latina/o Studies I: An Historical Overview to the 1960s*
USLT 202	U.S. Latina/o Studies II: A Contemporary Overview 1960s to

CORE GENERAL EDUCATION COURSE LIST

	Present*
WMST 200	Introduction to Women's Studies: Women and Society*
WMST 210	Women in America to 1880 (also as HIST 210)*
WMST 211	Women in America since 1880 (also as HIST 211)*
WMST 212	Women in Western Europe, 1750 - Present (also as HIST 212)*
WMST 241	Women Writers of French Expression in Translation (also as FREN 241)*
WMST 250	Introduction to Women's Studies: Women, Art, and Culture*
WMST 255	Introduction to Literature by Women (also as ENGL 250)*
WMST 265	Constructions of Manhood and Womanhood in the Black Community*
WMST 275	World Literature by Women (also as CMLT 275)*
WMST 281	Women in German Literature and Society (also as GERM 281)*

CORE DIVERSITY COURSES (CORE CODE: D)
Recommended for Juniors and Seniors

AASP 312	Social and Cultural Effects of Colonization and Racism
AASP 441	Science, Technology, and the Black Community
AASP 443	Blacks and the Law
AAST 398P	Asian Americans in Washington, D.C.
AAST 498A	Special Problems in Counseling and Personnel Services: Education and Counseling Issues for Asian Americans (also as EDCP 498A)
AGNR 401	Agricultural Support Systems in Developing Countries
AMST 418S	Racism and Whiteness in the U.S.
ANTH 362	Diversity in Complex Societies
AREC 365	World Hunger, Population, and Food Supplies
AREC 445	Agricultural Development, Population Growth and the Environment
ARTH 375	Ancient Art and Archeology of Africa
ARTH 376	Living Art of Africa
ARTH 384	Art of Japan
ARTH 385	Art of China
ARTH 485	Chinese Painting
ARTH 486	Japanese Painting
ARTT 463	Principles and Theory: African-American Art
ARTT 464	Theory of Contemporary Global Art Making
CCJS 370	Race, Crime and Criminal Justice
CCJS 498A	Special Topics in Criminology and Criminal Justice: Women and Crime
CHIN 315	Modern Chinese Literature in Translation
CHIN 316	Traditional Chinese Values
CLAS 309D	Diversity and Classics
CLAS 320	Women in Classical Antiquity (also as WMST 320)
CLAS 330	Ancient Greek Religion: Gods, Myths, Temples
CLAS 331	Roman Religion: From Jupiter to Jesus
COMM 324	Communication and Gender
COMM 360	The Rhetoric of Black America
COMM 469A	Rhetoric of the Civil Rights Movement
COMM 469B	Rhetoric of the Abolitionist and Suffrage Movement
COMM 482	Intercultural Communication
EALL 300	The Languages of East Asia
EALL 310	Asian Culture and the Sinosphere
ECON 375	Economics of Poverty and Discrimination
EDCP 312	Multi-Ethnic Peer Counseling
EDCP 420	Advanced Topics in Human Diversity and Advocacy
EDCP 462	Disability in American Society
EDCP 498A	Special Problems in Counseling and Personnel Services: Education and Counseling Issues for Asian Americans (also as AAST 498A)
EDHD 498B	International and Multicultural Perspectives in Education
ENGL 339_	Native American Literature (Topics will vary)
ENGL 348_	Literary Works by Women (Topics will vary; also as WMST 348)
ENGL 349_	Asian-American Literatures (Topics will vary)
ENGL 360	African, Indian, and Caribbean Writers
ENGL 362	Caribbean Literature in English
ENGL 368_	Special Topics in the Literature of Africa and the African Diaspora (Topics will vary)
ENST 440	Crops, Soils, and Civilization (formerly NRSC 440)
FMSC 381	Poverty, Affluence, and Families
FMSC 430	Gender Issues in Families (also as WMST 430)
FMSC 498C	Cultural Competence in Human Services: A Mexican Immersion Experience
FREN 488A	Imaginary & Memory in the Reality of Francophone African Film from 1960 to the Present
FREN 499B	Literature of Francophone
GERM 349M	Germanic Literatures in Translation: Masterworks of Yiddish Literature
GEOG 313	Latin America
GEOG 326	Africa
GVPT 447	Islamic Political Philosophy
HIST 314A	Crisis & Change in the Middle East & Africa: Nationalism & Nation-Building in the Middle East
HIST 461	Blacks in American Life: 1865 to Present
HIST 473	History of the Caribbean
HIST 474	History of Mexico and Central America I
HIST 475	History of Mexico and Central America II
HIST 491	History of the Ottoman Empire
HIST 493	Victorian Women in England, France and the United States (also as WMST 493)
HIST 494	Women in Africa (formerly HIST 458B)
HIST 496	Africa Since Independence
HLTH 471	Women's Health (also as WMST 471)
JAPN 418A	The Atomic Bomb in Literature and Memory: Japan and the United States
JOUR 452	Women in the Media (also as WMST 452)
JOUR 453	News Coverage of Racial Issues
KNES 492	History of the Sportswoman in American Organizations
LGBT 327	LGBT Film and Video
LGBT 407	Gay and Lesbian Philosophy (also as PHIL 407)
LGBT 448_	Special Topics in Lesbian, Gay, Bisexual, and Transgender Studies (Topics will vary)
LING 460	Diversity and Unity in Human Languages
MUET 432	Music in World Culture I
MUET 433	Music in World Culture II
PERS 353	Iranian Life in Literature and Film
PERS 371	Introduction to Persian Literature in Translation
PERS 441	Islam in Iran
PHIL 407	Gay and Lesbian Philosophy (also as LGBT 407)
PLSC 303	International Crop Production
PORT 322	Survey of African Literatures of Portuguese Expression (in Portuguese)
PORT 378_	Brazilian Cinema (in translation)
PSYC 336	Psychology of Women (also as WMST 336)
PSYC 354	Cross-Cultural Psychology

CORE GENERAL EDUCATION COURSE LIST

SLLC 305	Language, Identity, and Diversity in the U.S.
SOCY 325	Sociology of Gender (also as WMST 325)
SOCY 462	Women in the Military
THET 497	Non-Traditional Theatre
URSP 372	Diversity and the City
WMST 320	Women in Classical Antiquity (also as CLAS 320)
WMST 325	Sociology of Gender (also as SOCY 325)
WMST 336	Psychology of Women (also as PSYC 336)
WMST 348_	Literary Works by Women (Topics will vary; also as ENGL 348_)
WMST 430	Gender Issues in Families (also as FMST 430)
WMST 452	Women in the Media (also as JOUR 452)
WMST 453	Victorian Women in England, France and the United States
WMST 471	Women's Health (also as HLTH 471)

SECTION IV – CORE ADVANCED STUDIES

(2 courses required)

Advanced Studies courses must be outside your major and taken after you have earned at least 60 credits. A great many 300-400 level courses may be used to fulfill Advanced Studies requirements. You have lots of choices and only a few restrictions. There is **no** "list" of Advanced Studies courses.

The following do **not** meet Advanced Studies requirements:

- Professional Writing courses that meet the CORE Fundamental Studies requirement
- Courses which are used to meet CORE Distributive Studies requirements
- Internships, practica, or other experiential-learning types of courses
- Any course taken on a Pass/Fail basis

Additional options for meeting Advanced Studies requirements:

- You may substitute a CORE-approved Capstone course (see list below) or a senior or honors thesis for one of the two required courses (3 credits). Enrollment in CORE Capstone courses will be subject to departmental guidelines.
- If you complete a double major or double degree, then you will have fulfilled the campus Advanced Studies requirement, unless your primary major or college has additional requirements.
- You may use one independent studies course (minimum of three credits), outside your major, toward Advanced Studies requirements as long as it is consistent with the rules given above, and the faculty member supervising the independent study agrees that it is appropriate for Advanced Studies usage.
- Most upper-level CORE Diversity courses (outside your major) may also be used to fulfill Advanced Studies requirements

CORE Capstone Courses (CORE Code: CS)

(Majors only. Enrollment in CORE Capstone courses will be subject to departmental guidelines.)

The CORE Capstone is an option **only** if your major has a CORE Capstone course.

AMSC 420	Mathematical Modeling (also as MATH420)
AMST 450	Seminar in American Studies
ANSC 420	Animal Production Systems
BCHM 465	Biochemistry III
BMGT 457	Marketing Policies and Strategies
BMGT 495	Business Policies
BSCI 417	Microbial Pathogenesis
BSCI 426	Membrane Biophysics
BSCI 464	Microbial Ecology
CHEM 399	Introduction to Chemical Research (MUST BE TAKEN FOR AT LEAST 3 CREDITS)
CHEM 491	Advanced Organic Chemistry Laboratory
CHEM 492	Advanced Inorganic Chemistry Laboratory
CMSC 412	Operating Systems
CMSC 424	Database Design
CMSC 435	Software Engineering
DANC 485	Seminar in Dance
EDSP 490	Capstone Seminar in Special Education
ENAE 482	Aeronautical Systems Design
ENAE 484	Space Systems Design
ENBE 486	Capstone Design II (Both ENBE 485 and ENBE 486 must be completed for CORE credit.)
ENCE 466	Design of Civil Engineering Systems
ENCH 446	Process Engineering Economics and Design II
ENME 472	Integrated Product and Process Development II
ENSP 400	Capstone in Environmental Science and Policy
ENST 470	Natural Resources Management
GEOL 394	Research Problems in Geology
HIST 309_	Proseminar in Historical Writing (Topics will vary)
HIST 396	Honors Colloquium II
HIST 408_	Senior Seminar (Topics will vary)
KNES 497	Independent Studies Seminar
LARC 471	Capstone Studio: Community Design
MATH 420	Mathematical Modeling (also as AMSC 420)
NFSC 422	Food Product Research and Development
NFSC 491	Issues and Problems in Dietetics
PHIL 426	Twentieth Century Analytic Philosophy
PHYS 428	Physics Capstone Research

Check CORE Online

Up to date CORE information at: www.ugst.umd.edu/core

A GREAT RESOURCE

ADVANCED PLACEMENT (AP) CREDIT

The University of Maryland encourages applicants to seek AP credit so that academically successful students may move forward in their programs at an appropriate pace. However, credit is not granted for all exams offered by the College Board. Credits are accepted and courses are exempted, based on departmental approval, according to the chart below. Students should arrange to have their scores sent directly to the University of Maryland from the Educational Testing Service; the code is 5814. Students should also inform their advisors that they anticipate receiving AP credit because this information may affect their placement in subject-matter courses.

If a student has already received AP credit at another institution, this credit will be reevaluated. The score received must be equivalent to the minimum score the University of Maryland accepted at the time the test was taken; otherwise, the credit will not be eligible for transfer. AP credits that are accepted are recorded as transfer credit on University of Maryland records and figure in the total number of credits earned toward graduation. Students may not receive AP credit for an equivalent course taken at the University of Maryland or elsewhere. If students earn credit in a course equivalent to an AP exam for which they also earned credit, the AP credit will be deleted from their records. Students should check with their advisors for detailed information on the assignment of AP credit.

Please note that the chart represents a general outline of AP credit. In all cases, credit is available only for grades of 3 or higher, subject to ongoing departmental reevaluation. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit and course equivalencies.

Certain departments, particularly Mathematics and Physics, have separate criteria for placement in courses and the assignment of credit. Students should check with those departments for additional information.

For International Baccalaureate Exams (IB) and Credit Table see the Undergraduate Catalog, "Admission Requirements and Application Procedures" at www.umd.edu/catalog.

2008 - 2009 University of Maryland Advanced Placement (AP) Exams and Credit Table

AP EXAM TITLE	SCORE	RELATED COURSE	CREDIT	MAJOR	CORE	NOTE
Art History	3,4,5	ARTH 100	3	No	Yes	ARTH 100 fills CORE-Arts requirement. Contact department for placement, 405-1479
Art						Students interested in establishing credit for specific courses must submit portfolio for evaluation; call 405-1442
Drawing	4,5	ARTT 110	3	Yes	No	
General	4,5	LL Elective	3	No	No	
Biology	4	BSCI 105 **and** LL Elective	8	Yes	Yes	BSCI fills a major requirement in all Life Sciences; it also fills CORE-Lab (Life) Science requirements. Contact the College of Life Sciences for placement, 405-2080.
	5	BSCI 105 **and** BSCI 106	8	Yes	Yes	
Chemistry	4	CHEM 131/132	4	Yes	Yes	CHEM fills a major requirement in all Life Sciences; . it also fills CORE-Lab (Physical) Science requirement Contact department for placement, 405-1791.
	5	CHEM 131/132 **and** CHEM 271	6	Yes N/A	Yes N/A	
Computer Science						Credit will be given for either the A or the AB exam, not both. Credit may be earned for both the C++ and JAVA exams. Students receiving an acceptable score on the JAVA exam (5 on A, 4 or 5 on AB) are exempt from CMSC131. Contact department for placement, 405-2672.
JAVA (2004+) A	5	LL Elective	4	No	No	
JAVA (2004+) AB	4,5	LL Elective	4	No	No	
C++ (pre-2004) A	4,5	LL Elective	4	No	No	
C++ (pre-2004)AB	4	LL Elective	4	No	No	
	5	LL Elective	6	No	No	
Economics						Economics majors must score 4 or 5 to receive credit toward the major. Either ECON fills one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-3266.
Macroeconomics	4,5	ECON 201	3	Yes	Yes	
Microeconomics	3	ECON 105	3	No	Yes	
	4,5	ECON 200	3	Yes	Yes	
English						Students with score of 4 or 5 on Lang and Comp exam satisfy CORE-Fundamental Studies Freshman Writing requirement (*ENGL 101). Students with credit for the **Language** exam may not receive credit for ENGL 291 or its equivalent. ENGL 240 fills CORE-Literature requirement. Contact department for placement, 405-3825.
Literature & Comp	3	LL Elective	3	No	No	
	4,5	LL Elective **and** ENGL 240	6	No Yes	No Yes	
Language & Comp	3	LL Elective	3	No	No	
	4,5	ENGL 101	3	No	*	

ADVANCED PLACEMENT (AP) CREDIT

AP EXAM TITLE	SCORE	RELATED COURSE	CREDIT	MAJOR	CORE	NOTE
Env. Science	4,5	LL Elective	3	No	Yes	ENSP101 fills CORE-Physical Science requirement.
French						**Language:** Students with score of 4 who wish to continue should enroll in FREN 204; with score of 5 must enroll in FREN 250 or higher. **Literature:** Students with score of 4 should enroll in FREN 250; with score of 5 may enroll in 300-level courses. FREN 203, 204 or 211 fills CORE-Humanities requirement; FREN 250 fills CORE-Literature requirement. Contact department for placement, 405-4034.
Language	4	FREN 203	4	No	Yes	
	5	FREN 204 **and** FREN 211	6	Yes No	Yes Yes	
Literature	4	FREN 204	3	Yes	Yes	
	5	FREN 204 **and** FREN 250	6	Yes Yes	Yes Yes	
Geography						
Human	4,5	GEOG 202	3	Yes	Yes	GEOG 202 fills one of two CORE Social/Behavioral Science requirements. Contact department for placement 405-4073.
German	4	GERM 203	4	No	Yes	Students with score of 4 who wish to continue must enroll in GERM 204; with score of 5 must enroll in GERM 301. Contact department for placement, 405-4091.
	5	GERM 203 **and** GERM 204	7	No Yes	Yes Yes	
Gov't & Politics						
United States	3,4,5	GVPT 170	3	Yes	Yes	GVPT 170 fills one of two CORE-Social/Behavioral Science requirements. Contact department for placement, 405-4124.
Comparative	3,4,5	GVPT 280	3	Yes	No	
History						**U.S. History:** A score of 4 will be awarded three credits as chosen by the student (HIST 156 **or** HIST 157). A score of 5 will be awarded six credits (HIST 156 **and** 157). Either fills CORE-History requirement.
United States	4	HIST 156 **or** HIST 157	3	Yes Yes	Yes Yes	
	5	HIST 156 **and** HIST 157	6	Yes Yes	Yes Yes	
European	4	HIST 112 **or** HIST 113	3	Yes Yes	Yes Yes	**European History:** A score of 4 will be awarded 3 credits as chosen by the student (HIST 112 **or** HIST 113). A score of 5 will be awarded 6 credits (HIST 112 **and** HIST 113). HIST 112 fills CORE-Humanities requirement; HIST 113 fills CORE-History requirement.
	5	HIST 112 **and** HIST 113	6	Yes Yes	Yes Yes	
World	4,5	HIST 219	3	Yes	Yes	**World History:** fills CORE-History requirement; see department for placement, 405-4272.
Italian	4,5					Under review; contact department for placement. 405-4031.
Latin						Students with score of 4 or 5 in any AP Latin test may not take LATN201 or lower for credit. Students with score of 4 or 5 in more than one AP Latin test may receive additional credit. Contact department for placement and credit adjustment, 405-2013.
Vergil	4,5	LATN 201	4	Yes	Yes	
Catullus & Cicero	4,5	LATN 201	4	Yes	Yes	
Catullus & Horace	4,5	LATN 201	4	Yes	Yes	
Catullus & Ovid	4,5	LATN 201	4	Yes	Yes	
Mathematics						
Calculus AB	4,5	MATH 140*	4	Yes	Yes	*MATH 141 may be completed through credit-by-exam.
Calculus BC	4,5	MATH 140 **and** MATH 141	8	Yes Yes	Yes Yes	MATH 140 fills both CORE-Fundamental Studies Math requirement and CORE-Math & Formal Reasoning non-lab requirement. Students who receive credit for MATH 140 or 140 & 141 may not receive credit for MATH 220 or 220 & 221. Contact department for placement, 405-5053.
Calculus BC with AB Subscore	4,5	MATH 140	4	Yes	Yes	The Calculus BC w/ AP subscore is treated as if the BC exam was the AB exam. Students may not receive AB subscore credit if credit was awarded for the BC exam.

ADVANCED PLACEMENT (AP) CREDIT

AP EXAM TITLE	SCORE	RELATED COURSE	CREDIT	MAJOR	CORE	NOTE
Music						
Listening/Literature	3,4,5	MUSC 130	3	No	Yes	MUSC 130 or 140 fills CORE-Arts History/Theory requirement. Majors should contact department for placement, 405-5563.
Theory	4	MUSC 140	3	No	Yes	
	5	MUSC 150	3	No	No	
Physics						
Physics B	4,5	PHYS 121 **and** PHYS 122	8	No No	Yes Yes	PHYS 121 and 122 fulfill CORE-Lab (Physical) Science requirement. **Physics C** exams fulfill major requirements in Life Sciences, Engineering, or Physics; they also fulfill the CORE-Lab (Physical) Science requirement. A score of 4 or 5 on the Physics C exams will be awarded four credits as chosen by the student and his/her advisor. Students must have credit for AP Calculus BC to take the next course in sequence. Contact department for placement, 405-5979.
Physics C						
Mechanics	4,5	PHYS 141 **or** PHYS 161 **or** PHYS 171	4	No Yes Yes	Yes Yes Yes	
Elec./Magnet.	4	PHYS 142 **or** PHYS 260/1	4	No Yes	Yes Yes	
	5	PHYZS 142 **or** PHYS 260/1 **or** PHYS 272	4	No Yes Yes	Yes Yes Yes	
Psychology	4,5	PYSC 100	3	Yes	Yes	The AP exam counts towards the 35 required major credits. If a student enters with AP credit, s/he must complete PSYC221 with a grade of B or better. PSYC 100 fills one of two CORE - Social / Behavioral Science requirements. Contact department for placement, 405-5866.
Spanish						
Language	4	SPAN 203	4	No	Yes	**Language:** Students with score of 4 who wish to continue must enroll in SPAN 204, 211 or 207; with score of 5 must enroll in 300-level courses. **Literature:** Students with score of 4 or 5 must enroll in 300-level courses. CORE: SPAN 203 or 204 fills **CORE**-Humanities requirement; SPAN 221 fills CORE-Literature requirement. Contact department for placement, 405-6452.
	5	SPAN 204 **and** SPAN 207	6	No Yes	Yes No	
Literature	4	SPAN 221	3	Yes	Yes	
	5	SPAN 207 **and** SPAN 221	6	Yes Yes	No Yes	
Statistics	4,5	STAT 100	3	*	Yes	STAT 100 fills CORE Fundamental Math requirement and CORE Math & Formal Reasoning nonlab r equirement. * STAT 100 fills program requirements in certain majors. Consult advisor.

Please Note: LL refers to courses at the lower (100 and 200) level. Students may not receive credit for AP courses and equivalent UMCP courses or transfer courses (including IB or CLEP). Credit will be deleted in such cases. Decisions about applicability of courses to CORE are updated on an ongoing basis. Consult Schedule of Classes for most recent information. Native speakers may not earn AP credit for French, German or Spanish language exams.

MATH PLACEMENT

The Math Placement test gives a measure of a students' mathematical skills at the time, and the results are used to advise students on the appropriate mathematics course in which to enroll in order to complete the mathematics requirement for a particular program of study.

The entry-level mathematics courses require the permission of the department before students may register. Statistics indicate that the majority of students who enroll in a math course beyond that indicated by the placement test either withdraw from the course or earn D's or F's.

The entry-level mathematics courses: MATH 003, 010, 011, 013, 015, 110, 111, 112, 113, 115, 130, 140, 220 and STAT 100 are placed on a horizontal scale as shown below. Students may register for the course that they place into or any course that is to the left of their placement.

003-010-013-011-015-110-112-113-STAT100-111-115-220-130-140

Except for MATH 003, 010, 011, 013, 015, any of the courses on the list will serve to satisfy the University's Fundamental Studies Mathematics requirement. Please note that MATH 003, 010, 011, 013, and 015 are non-credit courses that carry a fee in addition to tuition charges.

FOREIGN LANGUAGE PLACEMENT

All students are expected to enroll in courses at the highest level appropriate to their prior experience. Advisors in the School of Languages, Literatures and Cultures invite any and all queries related to placement. Please review the per unit placement guidelines herein, as well as within specific course descriptions. Some exceptions may be granted in cases of a lapse of 4-5 years. For information about language departments, see: www.languages.umd.edu

Arabic: contact Dr. Alaa Elgibali: elgibali@umd.edu
Chinese: All students who have had a learning experience in Chinese before taking classes at Maryland, or who have some spoken proficiency in Chinese, MUST take a placement test. For places, times and for more information, see www.languages.umd.edu/chinese/PlacementTest.html
French: For FREN 103, 203, 204, see following specific guidelines. Only Course Chairperson or Advisor can give exception to this policy. For placement in higher-level courses, contact Dr. Carol Mossman: cmossman@umd.edu.
FREN103: Intensive Elementary French: for students with zero to two years of high school French. No fluent/native speakers.
FREN 203: Intensive Intermediate French: for students with two to three years high school French or FREN 03. No fluent/native speakers.
FREN 204: French Grammar and Composition: for students with four or more years of high school French or FREN 203. No fluent/native speakers
German: For GERM103, 203, 204, see following specific guidelines. Only Course Chairperson or Advisor can give exception to this policy. For placement in higher-level courses, contact Dr. Gabriel Strauch: gstrauch@umd.edu.
GERM 103: Intensive Elementary German: for students with zero to two years of high school German. No fluent/native speakers.
GERM 203: Intensive Intermediate German: for students with two to three years high school German or GERM 103. No fluent/native speakers.
GERM 204: German Grammar Review: for students with four or more years of high school German or GERM 203. No fluent/native speakers
Italian: For ITAL 103, 203, 204, see following specific guidelines. Only course chairperson or advisor can give exception to this policy. For placement in higher-level courses, contact Dr. Giuseppe Falvo: gfalvo@umd.edu.
ITAL 103: Intensive Elementary Italian: for students with zero to two years of high school Italian. No fluent/native speakers.
ITAL I203: Intensive Intermediate Italian: for students with two to three years high school Italian or ITAL 103. No fluent/native speakers.
ITAL 204: Review Grammar and Composition: for students with four or more years of high school Italian or Ital. No fluent/native speakers.
Japanese: Students with prior experience in Japanese MUST take a placement test, if possible before registering for a course. Details about the test, including upcoming dates and an online application, may be found at ww.languages.umd.edu/aee/ Japanese/placement_middle.htm. For questions, contact Dr. Lindsay Yotsukura : ly@umd.edu
Korean: See individual course descriptions. For questions, contact Dr. Robert Ramsey : ramsey@umd.edu
Persian: See individual course descriptions. For questions, contact Dr. Admad Karimi-Hakkak : karimi@umd.edu
Portuguese: See individual course descriptions. For questions, contact Dr. Regina Igel: ri@umd.edu
Russian: See individual course descriptions. For questions, contact Dr. Elizabeth Papaziau: papaziau@umd.edu
Spanish: For Span103, 203, 204, 207, 211, see following specific guidelines. Exceptions to this policy can only be made by Departmental Advisor or her representative. Please be prepared to show high school transcript for exceptional cases. For placement in

higher-level courses, contact Karen Remson: kremson@umd.edu.
SPAN 103: Intensive Elementary Spanish: for students with zero to two years of high school Spanish with A or B; three years with C or below. No fluent/native speakers.
SPAN 203: Intensive Intermediate Spanish: for students with two to three years high school Spanish with A or B; 4 years with C or below, or Span103. No fluent/native speakers.
SPAN 204, 207, 211: for students with four or more years of high school Spanish with A or B or Span203 or equivalent. No fluent/native speakers

College of Arts and Humanities Requirement
Students will demonstrate foreign language proficiency in one of the following ways.
1. Successful completion of level four (4) in one language in high school.
2. Successful completion of a foreign language sequence specified by the College of Arts and Humanities. Contact college for details.
3. Submit official documentation verifying native speaker proficiency. Contact college for details.

Philip Merrill College of Journalism Requirement
Completion of two courses at a minimum, with at least one course at the intermediate level: no more than one course at the introductory level. (High School equivalence does not satisfy this requirement.) Students may opt for a quantitative reasoning track in lieu of the language skills requirement.

CREDIT BY EXAMINATION FOR UNDERGRADUATES

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or can be prepared by the department granting the credit. This option is not available, however, for courses in which the student has been registered beyond the end of the Schedule Adjustment Period, i.e., the first 10 days of classes.

Additional information regarding availability of examinations, applications, fees and other regulations is available from Letters & Sciences (LTSC), Room 1117, Hornbake Library. See William Bisese, 301-314-8418. For more information, consult the online undergraduate catalog at www.umd.edu/catalog.

TRANSFER CREDIT EVALUATION CENTER

The Transfer Credit Evaluation Center provides transfer credit information and assistance to academic advisors as they work with student transfer issues. This service, a joint effort between the Offices of Undergraduate Admissions and the Office of the Registrar, has computerized and consolidated the transfer credit process. Students and advisors work together to decide how courses fit into a student's individual program, while the Center provides information to the campus advising community on course equivalence, credit reports and articulation tables through its online course equivalency database at www.tce.umd.edu.

For further information on taking courses at another institution while enrolled at the University of Maryland College Park, please see LEARNING OPPORTUNITIES in the Guide.

MAJOR CHANGES

If you wish to process a major change, please visit the college associated with your desired new major to obtain approval, advisement information, and process the change. Changes can be made with an advisor using the Student Information System Major Change Processor.

Students contemplating a change in major to Architecture, Business & Management, Engineering, Government & Politics, Journalism, Landscape Architecture or Psychology should contact the Office of Undergraduate Admissions, 301- 314-8385 for additional information and an up-to-date list of special admission requirements for these majors. Students considering majoring in Education should contact the College of Education. Students with fewer than 45 credits not admitted directly into these programs may be admitted to the Division of Letters and Sciences, by going to the Undergraduate Advising Center and indicating a desire to do so.

Second Major: A student wishing to complete a second major in addition to his/her primary major, must obtain written permission from both the Dean of the primary major college and the Dean of the secondary major college.

Minors: Students should contact the academic college associated with a desired minor for information on enrollment.
NOTE: A student must be enrolled in the major & minor programs from which he or she plans to graduate when registering for the final 15 hours of the baccalaureate program.

Second Degree: Refer to the Undergraduate Catalog at www.umd.edu/catalog for Second Degree information.

UNDERGRADUATE ACADEMIC INFORMATION

DEGREE COMPLETION

Statement of Expectation of Progress toward a Degree

Full-time students are expected to complete the Undergraduate programs at the University of Maryland in four years. In order to graduate in four years, students must plan carefully in consultation with an academic advisor, declare a major early, and complete 30 credits each year, which is usually accomplished by completing a normal course load of 14 to 16 credits each semester and by completing general education and major requirements in a timely manner. Students who change majors, who declare a major late in the sophomore year, who enroll in a limited number of select programs, or who take advantage of certain special opportunities that enrich the undergraduate experience may require up to five years to complete a degree. All students should develop and regularly review a multi-year course-plan for completing their intended programs. If a student has special circumstances that make it impossible to complete a normal course load, the student should meet with an advisor to discuss the circumstances, the student's plans for continued progress toward a degree, and the implications for full-time enrollment.

University of Maryland Student Academic Success-Degree Completion Policy

University of Maryland policy stipulates that full-time degree seeking students are expected to complete their undergraduate degree program in four years. To meet this expectation, students must plan carefully in consultation with an academic advisor; complete 30 credits each year (which is usually accomplished through a course load of 14 to 16 credits per semester); satisfy general education, prerequisite and other course requirements with acceptable grades in a timely manner; and meet the benchmarks. Academic units provide the benchmarks and sample templates of multi-semester plans leading to four-year graduation. Students are required to map out individualized four-year plans, consistent with these guidelines and benchmarks, and are responsible for updating them as circumstances change. Students who do not meet benchmarks are required to select a more suitable major. Students who change majors must submit a realistic graduation plan to the academic unit of the new major for approval. Any student who completes ten semesters or 130 credits without completing a degree is subject to mandatory advising prior to registration for any subsequent semester. Students with exceptional circumstances or those who are enrolled in special programs are required to develop a modified graduation plan that is appropriate to their situations. In all cases, students are responsible for meeting progress expectations and benchmarks required for their degree programs.

Every student should contact his or her college or department advisor to obtain the relevant materials for developing four-year graduation plan and required benchmarks. For information about this policy visit: www.ugst.umd.edu/academicsuccess.html and www.ugst.umd.edu/faqs-successpolicy.html

SATISFACTORY ACADEMIC PROGRESS

Requirements for Satisfactory Academic Progress

Undergraduate standards for academic performance: Students must achieve a 2.0 GPA. Policy information is outlined below. For additional information see the current Undergraduate Catalog at www.my.umd.edu/catalog

Academic Performance

Undergraduate academic performance is based on a student's grade point average (GPA). Effective Fall 2002 students are required to achieve a 2.0 GPA to maintain satisfactory academic progress. Students with a GPA under 2.0 will be placed on Academic Probation. A GPA under 2.0 is considered unsatisfactory performance. See "How to compute GPA" for an explanation of semester and cumulative GPA.

A minimum of 120 successfully completed course credits is required for graduation in any degree curriculum; however, individual colleges, schools, and departments may establish higher requirements for graduation. Check with your advisor for specific information. If you feel there are special circumstances that make it impossible for you to complete a normal course load, you must meet with an advisor to discuss the circumstances, plans for continued progress toward a degree, and the implications for continued enrollment.

Semester Academic Honors

Semester Academic Honors (Dean's List) will be awarded to students who complete, within any given semester (excluding winter and summer terms), 12 or more credits with a semester GPA of 3.5 or higher. This recognition will be noted on the student's academic record. Courses with grades of P and S are excluded from the twelve credit determination.

UNDERGRADUATE ACADEMIC INFORMATION

ACADEMIC PROBATION AND DISMISSAL

Academic Probation

Students will be placed on academic probation if their cumulative GPA falls below 2.0. Normally, a student is expected to attain a 2.0 cumulative GPA at the end of any probationary semester. Students who fail to achieve a 2.0 cumulative GPA at the end of their probationary semester may be academically dismissed, depending on their credit level as detailed below.

1. Students who have earned 60 credits or more will be dismissed from the University in the event their cumulative GPA remains below 2.0 at the end of their probationary semester.
2. Students who are on academic probation and have earned fewer than 60 credits will be permitted to continue on academic probation if a minimum semester GPA of 2.0 is achieved in each semester of probation.
    - **a.** Full-time students must complete 9 or more credits in each semester. Part-time students will be permitted to satisfy this credit requirement in two consecutive semesters. A completed credit is defined as credit for any course in which a student receives a grade of A, B, C, D, F, P, or S.
    - **b.** Students who meet this requirement will be permitted to continue on probation until the close of the semester (excluding winter and summer terms) in which they attain a cumulative GPA of 2.0.
    - **c.** Students who are on probation will be dismissed if they have not achieved a cumulative GPA of 2.0 at the end of the semester in which they complete 60 credits.
    - **d.** Students who are on probation and attain a cumulative GPA of 2.0 at the end of a winter or summer term will not be subject to dismissal in the subsequent semester.

Academic Probation Conditions

The Office of the Registrar will notify students when they are placed on academic probation. Such notices will include a requirement that the students consult an academic advisor in their college early in the probationary semester and in no event later than the beginning of the early registration period for the next semester. The Office of the Registrar will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the students' academic record.

- **a.** Academic advisors will assist students in developing appropriate plans for achieving satisfactory academic performance.
- **b.** Students who are placed on probation will not be allowed to add or drop courses, or register without the approval of an academic advisor in their college.

Academic Dismissal

1. Students who have earned 60 or more credits will be dismissed if their cumulative GPA remains below 2.0 for two consecutive semesters (excluding winter and summer terms). Students who attained a cumulative GPA of 2.0 in the preceding winter or summer term will not be subjected to dismissal.
2. Students who have earned fewer than 60 credits will be dismissed following any probationary semester in which they fail to attain a minimum 2.0 semester GPA and complete the requisite credits detailed under 'Academic Probation.'
3. Students who have been academically dismissed and who are reinstated will be academically dismissed again if a cumulative GPA of at least 2.0 is not achieved by the end of the first semester after reinstatement. Reinstated students will not be allowed to add or drop courses, or to register during any semester without the approval of an academic advisor in their college, unless a cumulative GPA of at least 2.0 is achieved.
4. The Office of the Registrar will notify the appropriate University offices when students are academically dismissed and will note the dismissal on the students' academic record.
5. The Office of Undergraduate Admissions will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester (excluding winter or summer terms) will be canceled.
6. Normally, a student dismissed for academic reasons must wait out one semester (fall or spring) before reinstatement. Exceptions will be determined by the Faculty Petition Board. Applications and information about the reinstatement process can be obtained from the Office of Undergraduate Admissions, which is responsible for administering the reinstatement process in coordination with the Faculty Review Board.

MAP KEY

AGY	024	Allegany Hall C-4
AGL	296	Agriculture & Life Sciences Surge Bldg H-6
ALB	219	Astronomy Laboratory .Metzerott Rd.
ANS	142	Animal Science-Agri. Engr. Bldg. H-6
ANA	060	Anne Arundel Hall G-3
ARC	145	Architecture Building F-3
ARM	078	Reckord Armory E-5
ASY	146	Art-Sociology Building F-3
AVW	115	..... A.V. Williams Building G-6
BAL	016	Baltimore Hall D-4
BEL	099	Bel Air Hall I-5
BPS	144	Biology Psychology Building G-4
BRB	413	Biosciences Research Building G-4
BRD	161	Byrd Stadium I-4
CAL	015	Calvert Hall D-4
CAM	096	Cambridge Hall H-5
CAR	070	Caroline Hall E-3
CBD	122	Cumberland Hall I-5
CCC	097	Cambridge Community Center I-5
CEC	017	Cecil Hall D-4
CEN	098	Centreville Hall H-5
CHE	090	Chemical & Nuclear Engineering G-6
CHL	025	Charles Hall C-4
CHM	091	Chemistry Building F-5
CHS	121	Chestertown Hall I-5
COL	162	Cole Student Activity Bldg. G-3
CRL	065	Carroll Hall E-3
CSI	406	Computer Science Instructional Ctr. F-6
CSS	224	Computer Space Sciences H-5
CYC	381	Center for Young Children J-4
DEN	252	Denton Hall J-3
DOR	064	Dorchester Hall G-3
EAB	093	Engineering Research Bldg. G-6
EAS	253	Easton Hall J-3
EDA	066	Education Annex E-3
EDU	143	Benjamin (Education Bldg.) G-3
EGL	089	Engineering Lab Building F-6
EGR	088	Engineering Classroom F-6
ELK	254	Elkton Hall J-4
ELL	256	Ellicott Hall I-4
ERC	068	Eppely Recreation Center J-5
FRD	029	Frederick Hall D-4
GEO	237	Geology Building F-5
GRT	031	Garrett Hall E-4
GVC	-	Gudelsky Veterinary Cntr. ..... Paint Branch Drive
HAG	258	Hagerstown Hall J-4
HAR	002	Harrison Lab E-6
HBK	147	Hornbake Library † see below F-5
HHP	255	Health & Human Performance I-5
HJP	073	H.J. Patterson F-4
HOW	028	Howard Hall D-4
HRF	014	Harford Hall D-4
HZF	074	Holzapfel Hall F-4
IPT	224	Inst. for Physical Sci. & Tech. H-5
ITV	045	Instructional Television Facility F-6
JMP	083	J.M. Patterson G-5
JMZ	034	Jimenez Hall F-4
JRN	059	Journalism Bldg. F-3
JUL	227	Jull Hall H-5
KEB	225	Jeong H. Kim Engineering Bldg. G-6
KEY	048	Francis Scott Key Hall E-4
KNT	022	Kent Hall D-4
LEF	038	Le Frak Hall E-3
LPA	259	La Plata Hall I-4
MCB	231	Microbiology Building G-4
MCK	035	McKeldin Library F-3
MMH	046	Marie Mount Hall E-4
MNT	032	Montgomery Hall C-4
MTH	084	Mathematics Bldg. F-5
NCC	232	Nyumburu Cultural Center G-4
PAC	386	Clarice Smith Performing Arts Cntr. I-3
PGG	021	Prince George's Hall D-4
PHY	082	Physics Bldg. F-5
PKT	054	Preinkert Field House F-3
PLS	036	Plant Sciences Bldg. G-5
PTM	092	..... Potomac Building G-6
QAN	061	Queen Anne's Hall F-3
RGC	398	Research Greenhouse Complex K-6
RIT	004	Ritchie Coliseum D-5
SCC	025	South Campus Commons D-3
SDH	026	South Campus Dining Hall E-3
SHM	037	Shoemaker Hall E-4
SHR	075	Shriver Lab F-4
SKN	044	Skinner Bldg. E-4
SOM	063	Somerset Hall F-3
SQH	233	Susquehanna Hall D-3
SSU	163	Stamp Student Union G-4
STM	002	St. Mary's Hall G-4
SYM	076	Symons Hall F-5
TAL	030	Talbot Hall D-4
TBA	-	To Be Arranged ..... -
TLF	043	Taliaferro Hall E-4
TUR	079	Turner Lab (Dairy) E-5
TWS	141	Tawes Fine Arts Bldg. G-3
TYD	042	Tydings Hall E-3
VMH	039	Van Munching Hall E-2
WDS	047	Woods Hall E-4
WIC	069	Wicomico Hall E-3
WOR	051	Worcester Hall F-3
WSH	023	Washington Hall D-4

† HBK - All classes with the building code HBK, take place in the the South part of the Hornblake Bldg, adjacent to Campus Drive. There is no access to this area of the building from the library.

insert map

insert map

UNDERGRADUATE ACADEMIC INFORMATION

HOW TO COMPUTE GRADE POINT AVERAGE (GPA)

Requirements for satisfactory academic progress are based on grade point average (GPA). GPA is computed by dividing the total number of quality points accumulated in courses for which a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F has been assigned by the total number of credits attempted in those courses. Courses for which a mark of P, S, I, NGR or W has been assigned are not included in computing the GPA. Each letter grade has a numerical value: A+, A, A- = 4; B+, B, B- = 3; C+, C, C- = 2; D+, D, D- = 1; F = 0. Multiplying this value by the number of credits for a particular course gives the number of quality points earned for that course. An example of how a Semester and Cumulative GPA are calculated is shown:

Course	Credits Attempted	Grade	Quality Points
ENGL 101	3	C+	6
MATH 110	3	B	9
BSCI 106	4	A	16
PSYC 100	3	D-	3
HIST156	3	F	0
Current Semester Totals	16		34
Previous Semester Totals	27		74

Semester GPA = $\frac{\text{Semester Quality Points}}{\text{Semester Credits Attempted}} = \frac{34}{16} = 2.125$

Cumulative GPA = $\frac{\text{Total Quality Points}}{\text{Total Credits Attempted}} = \frac{108}{43} = 2.511$

REPEATING COURSES

1. Students may have one repeat of any given course in which a grade of A, B, C, D, F, P, S, W or AUDIT has been earned on their records. If a course is repeated in which a student already has earned a grade of A,B,C,D,P, or S, the subsequent attempt will not increase the total credits earned toward the degree. All attempts at a given course resulting in one of the above noted grades will be included in the computation of the grade point average.
2. A student may register for a course NO MORE THAN TWO TIMES. A course dropped with a "W" notation will count as one of these two registrations. If a student withdraws from all courses during a semester these courses will not count as one of the two registrations.
3. Incompletes—The mark of 'I' cannot be removed through re-registration for the course or through "credit by examination." An "I" mark is not used in the computation of quality points or cumulative grade point average
4. For complete information on the Repeat Policy see below or your academic advisor. Students who need additional information about the STANDARDS FOR SATISFACTORY UNDERGRADUATE PROGRESS OR ABOUT OTHER ACADEMIC POLICIES AND REQUIREMENTS AT College Park should immediately contact an ACADEMIC ADVISOR in their college or department.

Repeat Policy (Undergraduate Students)

The following policies apply to ALL courses that may not be repeated for additional credit.

1. The following students are required to follow the new Repeat Policy:
   - **a.** All new freshmen who began at UMCP Fall 1990 and after
   - **b.** All transfer students

Exceptions:

- Students from Maryland Community Colleges who began at UMCP Fall 1990 and after
- Students attending UMBC's College of Engineering from Fall 1990 through Fall 1991

2. There is a limit to the number of times a student may repeat a course. Students may have ONE repeat of any course in which they earned an A, B, C, D, (including + and - notations) F, P, S, W, NGR, or Audit; they cannot be registered (after the Schedule Adjustment Period) for any given course more than twice. A student's Dean's Office may grant an exception allowing an additional course repeat. In this case, students must present a plan for successfully completing the course. All attempts WILL be counted toward the total limit for repeatable credits.

3. Students may repeat no more than 18 credits.

4. The grade point average will include all attempts at a given course that results in a grade of A, B, C, D, or F. However, to help freshmen and transfer students adjust to the UMCP campus, the following two exceptions allow for the cumulative G.P.A. to be calculated so that only the higher grade is included:
   a. When the repeated course was taken within the student's first semester at UMCP, or
   b. when the repeated course was taken within the student's first 24 credit hours attempted (including transfer credits) or within the semester during which the student reached the 24th credit hour attempted

5. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or averaged into, the cumulative grade point average.

6. Repeat by Transfer
   a. If a student repeats by transfer a course that was taken before or during the semester in which the student reached 24 credits attempted (including transfer credits) and the transfer grade is higher, then the original grade in the course will be excluded from the G.P.A. calculation.
   b. If the course was taken after the semester in which the student reached 24 credits attempted, then the transfer course will not exclude the original grade in the G.P.A. calculation. Special exceptions can be requested by the student's college dean in unusual circumstances.

College of Education Repeat Policy

This policy applies only to students enrolled in a teacher education program in the College of Education

- All registrations in student teaching, regardless of whether a student withdraws or takes a leave of absence, will be counted as an attempt under the campus repeat policy. Only two registrations will be allowed.
- After two registrations, further attempts at student teaching must be approved by the department and school system professionals involved in the candidate's student teaching experience.

PASS-FAIL GRADING OPTION (Undergraduate Students)

1. To register for a course under the pass-fail option, an undergraduate must have completed 30 or more credit hours with a G.P.A. of at least 2.0. At least 15 of these credit hours must have been completed at UMCP with a University of Maryland G.P.A. of at least 2.0
2. Courses for which this option applies must be electives in the student's program. The courses may not be college, major, field of concentration, or general education program requirements.
3. Only one course per semester or one course per summer session may be registered for under the pass-fail option.
4. No more than 12 semester hours of credit may be taken under the pass-fail option during a student's college career.
5. Students may not choose this option when re-registering for a course.
6. When registering under the pass-fail option, a course that is passed will count as hours in the student's record but will not be computed in the grade point average. A course that is failed will appear on the student's record and will be computed both in the overall average and in the semester average.

NOTE: Changes of Grading Option may be processed only during the first ten days of classes. Graduate students are not eligible for the Pass-Fail grading option.

UNDERGRADUATE ACADEMIC INFORMATION

FULL-TIME STATUS

Full-time Status for Undergraduate students will be based on REGISTRATION FOR 12 OR MORE SEMESTER HOURS. Official status (either full-time or part-time) for academic purposes will be determined on the basis of a student's registration at the end of the Schedule Adjustment Period. The Schedule Adjustment Period is defined as the first ten days of classes.

Full-time status is based on the following criteria:

1. Registered for 12 or more semester hours at the end of the Schedule Adjustment Period.
2. Courses registered for AUDIT are not included in the calculation of credits for full-time status.
3. UMEI PROGRAM: Students enrolled in UMEI 001-004 are considered full-time students. If enrolled in UMEI 005 (semi-intensive), to meet the full-time requirement, undergraduate students must also register for 6-8 credits appropriate to their program.
4. ENCO/COOP: Students enrolled in Engineering Coop and Cooperative Education programs are considered full-time students.

NOTE: Students on scholarships and grants are expected to maintain a semester credit load of 12 hours. If the registration of a student with a scholarship or grant falls below the required credit hours, the scholarship or grant may be cancelled. Cancellation of a scholarship or grant without subsequent payment of amounts due will lead to an indebtedness to the University. Such indebtedness can in turn lead to severance of services by the University. Students receiving financial aid are strongly encouraged to contact a financial aid counselor prior to dropping below full time status. Additional information may be obtained from the Office of Student Financial Aid, Room 0102 Lee Bldg., 301-314-9000.

International students on F-1 and J-1 student visas must also maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. Please contact an advisor in IES at 301-314-7744 if you have any questions concerning full-time status.

UNDERGRADUATE STUDENT CLASSIFICATIONS

Freshmen	1-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 to at least 120 semester hours

COURSE NUMBERING SYSTEM

Number	Eligibility
000-099	Non-credit course
100-199	Primarily courses for first-year students
200-299	Primarily courses for sophomore students
300-399	Junior, senior course not acceptable for credit toward graduate degrees
400-499	Junior, senior course acceptable for credit toward some graduate degrees
500-599*	Professional School course (Dentistry, Law, Medicine) or post-baccalaureate course (not for graduate degree credit)
600-899	Course restricted to graduate students
799	Masters Thesis credit
899	Doctoral Dissertation credit

*Not applicable to Undergraduate degrees, and not included in GPA calculations.

NOTES: • Courses with last digit of 8 or 9 can be repeated for additional credit
• Undergraduates are eligible to register for courses numbered 000-499

JUST FOR GRADUATE STUDENTS

All graduate students are expected to maintain regular contact with their program advisor (s) to ensure progress toward graduation. While this section provides information specifically relevant to our Graduate Students, this information is not exhaustive and should not be used as a substitute for individual advising. Please see pages 18-20 for contact information or contact the Graduate School on gradschool@umd.edu for assistance.

GRADUATE STUDENT ACADEMIC CALENDAR

April 2009
10 Last day to adjust schedule for Spring 2009 semester (drop, change credit level, change grading method)

May 2009
12 Last day of classes for Spring 2009 semester
14-20 Final Exams
20 Bill payment due for all Summer Terms for students registering April 25th and earlier
21 Main Spring Commencement ceremony
22 College Commencement ceremonies
29 Last day to register for Summer Terms I and I-A (without late registration fee)
Bill payment due for Summer Terms I and I-A (for students registering after April 25th)

June 2009
1 Summer Term I classes begin
Summer Term I-A classes begin
19 Last day to register for Summer Term I-B (without late registration fee)
Bills payment due for Summer Term I-B (for students registering after April 25th)
22 Summer Term I-B classes begin

July 2009
3 Independence Day Holiday (no classes)
10 Summer Term I classes end
Last day to register for Summer Term II and II-C (without late registration fee)
Bill payment due for Summer Terms II and II-C (for students registering after April 25th)
13 Summer Term II classes begin
Summer Term II-C classes begin
31 Last day to register for Summer Term II-D (without late registration fee)
Bill payment due for Summer Term II-D (for students registering after April 25th)

August 2009
3 Summer Term II-D classes begin
20 Bill payment due for students registering July 25th and earlier for Fall 2009
21 Summer Term II classes end
30 Last day to cancel Fall 2009 registration with 100% refund
Part-time students: Last day to drop a course with 100% refund
31 Fall 2009 semester - first day of classes
Last day to submit documentation for classification as a Maryland resident for tuition and fee purposes for Fall 2009

September 2009
4 Part-time students: Last day to drop a course with refund during first 10 days of classes only. After 9/14/09 there is no refund for courses dropped
5 Last day for waitlist/holdfile check-in (Mandatory check-in begins August 31st and then daily to remain on waitlist/holdfile through September 15th)
7 Labor Day Holiday (no classes)
14 Last day to:
add a course
Last day to process a late registration ($20 late fee assessed beginning August 31st)
Last day to withdraw from all courses with 80% refund
Last day to electronically submit application for Graduation to the Registrar's Office for December 2009
20 Bill payment due for students registering July 26th and later for Fall 2009
21 **Doctoral Students:** Deadline for submitting Nomination of Dissertation Committee form to the Office of the Registrar for December 2009 Graduation.
21 Last day to withdraw from all courses with 60% refund
28 Last day to withdraw from all courses with 40% refund

October 2009
6 **Masters' Thesis Students**: Last day to submit the Approved Program Form and Nomination of Thesis Committee Form to the Office of the Registrar. Committee form must be submitted at least 6 weeks before the scheduled defense.
Masters' Non-Thesis Students: Last day to submit the Approved Program From to the Office of the Registrar.
19 Winter Term 2010 - Begin accepting admissions applications via on-line, fax, mail, or in person. (Only non-University of Maryland students need to submit admissions applications for Winter Term)
27 Winter Term 2010 - Begin accepting registrations via on-line, fax, mail, or in person.

November 2009
9 Last day to adjust schedule for Fall 2009 semester (drop, change credit level, change grading method)
20 **Doctoral Students -** Final date for submission of the following materials to the Office of the Registrar for December 2009 Graduation : electronically submit Dissertation: submit Electronic Thesis and Dissertation Publication form final day for Dissertation Directors to submit Report of Examining Committee forms
26-27 Thanksgiving Holiday

December 2009
9 **Masters' Thesis Students** - Final date for submission of the following: Electronic submission of Thesis final date for Thesis Directors to send Report of Examining Committee form to the Office of the Registrar Final day to submit Electronic Thesis and Dissertation Publication Form to the Office of the Registrar.
Masters' Non-Thesis – Final date to submit Certification of Masters' Degree without Thesis Form to the Office of the Registrar
11 Last day of classes – Fall 2009 semester
14-19 Final Exams
19 Main Winter Commencement ceremony
20 College Commencement ceremonies
Winter Term 2010 - Payment due for students who registered October 27-November 25
25 Winter break through January 3, 2010

January 2010
3 Winter Term 2010
Deadline to cancel registration with 100% refund
Deadline to register without $20 late registration fee
Last day to drop a single course with a 100% refund (Please note: Course drop and cancellation requests received on January 4 via email at winter@umd.edu or fax at 4171 will be honored)
4 Winter Term 2010 - Payment due for students who registered November 26, 2009-January 3, 2010
18 Martin Luther King Holiday (no classes)
22 Winter Term 2010 – last day of classes
25 Spring 2010 – first day of classes

JUST FOR GRADUATE STUDENTS

GRADUATE STUDENT SERVICES	OFFICE OF THE REGISTRAR
www.gradschool.umd.edu	www.my.umd.edu
2123 Lee Building	First Floor Mitchell Building
Phone: 301-405-0376; Fax: 301-314-9305	Phone: 301-314-8240; Fax: 301-314-9568
Email: gradschool@umd.edu	registrar-help@umd.edu

Registration information for newly admitted and continuing Graduate students is outlined below. Note that all graduate students are expected to maintain regular contact with their program advisor. For tuition and financial information please see pages.

NEWLY ADMITTED GRADUATE STUDENTS

Newly admitted degree seeking students should follow the steps below to finalize admission and registration status:

1. **Inform us in writing of your decision to accept the Universitys' offer of admission** as soon as possible and no later than the first day of classes. You may do so by emailing us at gradschool@umd.edu. Then, if you have been admitted to a degree program, you must contact the department to which you have been admitted to arrange for orientation. There you will be advised and receive other information specific to your program of study. Please see pages 19-21 for a complete listing of departmental contacts.
2. **Complete and submit proof of your Immunization Records.** Please note that the University of Maryland requires all new students to provide documentation of their inoculation for measles, mumps and rubella. Additionally, every student who resides in on-campus residence halls must be vaccinated against meningococcal disease. A student may be exempt from this requirement if he or she signs a written waiver stating that he or she has received the information and has chosen not to be vaccinated against the disease. For more information, please contact the University Health Center at 301-314-8114 or visit www.umd.edu/health.
3. **Review the University's Honor Statement** on page or at www.studenthonorcouncil.umd.edu and contact the Graduate School on gradschool@umd.edu with any questions.
4. **Familiarize yourself with the University's academic deadlines** on page, including those pertaining to registration and tuition refunds. The Graduate Catalog at www.gradschool.umd.edu./catalog is also a valuable resource for important policies and procedures concerning your academic career.
5. **Establish your Directory ID and password.** Go to https://directory.umd.edu/password. This is your gateway to many campus administrative services, email and other applications.
6. **Register for classes**. See registration deadlines chart and potential registration blocks on the following page for more information. Register for classes either:

   Online at my.umd.edu : click on "Academics and Testudo" tab. Under "Registration Time and Blocks" select Fall 2009 and then "Take me to Testudo Registration Drop/Add." Online registration hours are: Monday through Saturday 7:30 am - 11:00 pm; Sunday 5:00 pm - 11:00 pm.

   In person: complete the appropriate registration form at the Office of the Registrar Student Service Counter located on the first floor of the Mitchell Building. Office hours are Monday through Friday 8:30 am to 4:30 pm.
7. **Purchase textbooks and class materials.** This may be done at The University Bookstore, The Maryland Book Exchange or retailer of your choice.
8. **Determine whether you will need parking accommodations.** See www.transportation.umd.edu or contact the Department of Transportation Services at 301- 314-PARK. Parking restrictions are typically lifted on select lots after 4: 30pm.
9. **Pay for your classes.** Upon registering for courses, you incur a financial obligation to the University which must be paid in full by the prescribed deadline. See the Academic Deadlines and Calendar on page or go to www.umd.edu/bursar to determine your payment deadline.

The Graduate School is available to assist you with all steps in your enrollment process. If you need further assistance please do not hesitate to contact us at gradschool@umd.edu or at 301-405-0376.

ADVANCED SPECIAL STUDENTS

Newly admitted Advanced Special Students (or non degree seeking students) are encouraged to follow the steps above after receiving notification of admission. Since you have not applied to a degree program, all advising is handled via the Graduate School. Please contact their offices on gradschool@umd.edu for advising assistance.

CONTINUING GRADUATE STUDENTS

Continuing University of Maryland graduate students receive a notification email including information about early registration. Graduate students do not need an assigned registration time to participate in registration, but are encouraged to check any outstanding registration blocks. Check your advising and registration blocks to be sure that you are eligible to register for the upcoming term.
If your graduate admission has expired, please contact the Graduate School on for assistance.

FALL 2009 GRADUATE STUDENT DEADLINES

Type of Transaction	Last Day to Process Change	Notes
Add a course	September 14th	Late Registration with $20 late fee begins August 31, 2009. Graduate Students wishing to add a course after September 14th must obtain special permission from the appropriate director or department chairperson
Pay tuition and fees	August 20th September 20th	For students registering July 25th and earlier For students registering July 26th and later
Cancel Registration for Fall 2009	August 30th	See page 49
Change credit level	November 9th	
Apply for graduation	September 14th	For graduation and diploma dated December 2009 - also see pages 53.
Drop a Course with 100% refund	August 30th	
Drop a Course with 80% refund	September 14th	
Change Grading Option	November 9th	
Check-In Waitlish/Holdfile	September 15th	Mandatory check-in is August 31st and then daily to remain on waitlist/hold file through September 15th

GRADUATE STUDENT REGISTRATION BLOCKS

Registration Block	What Does This Mean?	Contact For Assistance
Student has no record of being immunized	The University does not have immunization records on file	University Health Center: 301-314-8114 or www.umd.edu/health
Mandatory advising	Students must meet and be cleared by their department/advising college in order to register	Academic advising college or department as appropriate
Financially Ineligible	Student has a financial obligation and is unable to register	Financial Service Center at 301-314-9000; 1135 Lee Bldg. or billtalk@umd.edu
Judicially Ineligible	Student has a judicial hold on their registration put on by the Office of Student Conduct	Office of Student Conduct at 301-314-8204
Academically Ineligible	Student has been blocked from registration	Office of the Registrar at 301-314-8240
Graduate Admissions has expired	Student cannot register beyond the current semester	The Graduate School at 301-405-0376

EMAIL ADDRESS - Please make sure that you keep the most up-to-date email address on file with the Office of the Registrar as important information is communicated via this medium. Visit www.my.umd.edu, select "Academics and Testudo" tab and use "Change address/email" under Testudo Quick Links.

JUST FOR GRADUATE STUDENTS

AFTER YOU REGISTER.....DON'T FORGET!

Visit my.umd.edu and click on the Academics and Testudo tab to:

- View Your Schedule
- Check your book list,
- Verify your final exam schedule,
- Check-in on your waitlist/hold file (mandatory check in begins the first day of classes for the semester).
  For further information please see page 10
- View your student account (one business day after registering) and make tuition payment arrangements.
  See page 55 for further details.
- Obtain your photo ID Card.
  To access campus services, registered students must obtain an ID card. The initial card is issued free of charge, however any replacements are subject to a $20 fee. To obtain a new or replacement card, visit the Office of the Registrar Student Services Counter located on the first floor of the Mitchell Building with a valid photo ID (i.e. driver's license, passport) Monday through Friday 8:30 am to 4:30 pm. Please see page 72 for more ID card information.

IMPORTANT REGISTRATION NOTES

- Late registration begins on the first day of classes. All students initiating registration for the semester on or after this date will be assessed a $20.00 late registration fee. All course registration must be processed by September 14, 2009.
- Students interested in adding and dropping non-standard courses – those which are scheduled to begin or end outside of the standard semester/term dates - please contact the Office of the Registrar at registrar-help@umd.edu for important information regarding schedule adjustment, deadlines and refunds.
- Graduate students are charged by the credit hour. A percentage charge and/or complete charge for the course may be imposed if the deadlines indicated below are not followed.

  100% refund: August 30, 2009 or earlier. (Prior to the first day of classes) there will be no charge for courses dropped prior to this date.

  80% refund: August 31 – September 14, 2009 (first ten days of classes) There will be a 20% charge imposed for courses dropped during this period.

  0% refund: September 15, 2009 and after. Graduate students will incur full charge for courses dropped during this period.
- Drop/Add transactions: During the first ten days of classes (from August 31 – September 14, 2009) students will not be charged for course add/drop transactions if they are of equal credit value, at the College Park Campus and if they are processed on the same day. For example, a student wishing to drop CHEM 678 and add CHM 691 (both 3 credit courses) would incur no financial penalty provided both the add and drop occur on the same day. This is considered an even exchange. Remember, to avoid additional tuition charges when dropping and adding, BOTH the drop and the add must be done during the same day. The total number of credits dropped and added must be equal. NOTE: COURSES TAKEN AT SHADY GROVE AND OTHER CAMPUSES ARE NOT CONSIDERED IN EVEN EXCHANGE CALCULATIONS.

WAITLIST AND HOLD FILE

The waitlist/hold file is a roster of students who are waiting for a seat to become available in a closed course. The waitlist stores names in order of request, on a first come, first served basis and allows fair access to seats as drops are processed. Students can waitlist courses by accessing my.umd.edu and using Testudo Registration Drop/Add under the Academics and Testudo tab. If a course is closed and a waitlist is available you will offered the option of being placed on it, and may select up to six sections of the course. You will be given information about Waitlist Check-In if you are using Testudo, or Check-In dates and times will be noted on your registration or schedule adjustment form if you register in person. Make note of these important dates. Check-In is mandatory to remain on the wait list.

Waitlist Check-In:
Mandatory Waitlist Check-In is the first day of classes: August 31, 2009
Regular Waitlist Check-In: September 1 – 15, 2009

Waitlist check-in is mandatory. If you are still on the waitlist after August 31st, you must then check-in daily during regular check-in (September 1st – 15th) to remain on the waitlist either:

- Online at www.testudo.umd.edu, click on Records and Registration, then on Waitlist check-in
  Registration Operating Hours:
  Monday – Saturday: 7:30 am – 11:00 pm
  Sunday 5:00 pm – 11:00 pm
- In person at the Student Services Counter on the first floor of the Mitchell Building Monday – Friday: 8:30 am – 4:30 pm

GRADUATE STUDENT DROPS, CANCELLATIONS AND WITHDRAWALS

The following Registration definitions are used throughout this section. Information on each type of transaction or procedure is explained in detail below.

Schedule Adjustment Period: The first ten business days of classes during the fall or spring semester. Students can add, drop or change course sections. Part-time students should also consult "deadlines" to avoid incurring additional charges.

Drops: Dropping a course from your schedule but still remaining registered for at least one course for the current semester.

Cancellation: Canceling/dropping all your courses prior to the first day of classes for the semester. Cancellations are subject to a 100% refund of tuition and fees.

Withdrawal: Dropping all current courses on or after the first day the semester.

CANCELLATION OF REGISTRATION

Students who register and later decide not to attend the University must CANCEL their registration by August 30, 2009. Failure to cancel registration will result in a financial obligation to the University of Maryland even though you do not attend class.

To cancel your registration on or before August 30, 2009 — your cancellation request must be received in writing by mail or fax sent to:

The Office of the Registrar
1st Floor, Mitchell Building, University of Maryland, College Park, Maryland 20742
FAX to 301-314-9568

- Since the University can honor only those requests for cancellation which are actually received by August 30, 2009, requests should be sent by Registered Mail. Please include student identification number and student signature on all correspondence. For additional information concerning cancellation contact the Registrar's Office at 301-314-8240.

WITHDRAWAL FROM THE SEMESTER

Tuition credit will be initiated according to the effective date recorded by the Office of the Registrar. Refund amounts, by date, are shown in the chart below. Stopping payment on a check does not constitute an official withdrawal. All financial accounts must be cleared through the Office of the Bursar, Lee Building. Additionally, all library materials must be returned. Refunds for credit adjustments will be authorized after all student financial aid adjustments have been processed and any balance remaining on the account has been deducted.

Dates for Refund of Tuition and Fees for Withdrawal from all Courses for Fall 2009

On or before August 30, 2009	100%
August 31 to September 14, 2009	80%
September 15 to 21, 2009	60%
September 22 to 28, 2009	40%
September 28 to October 5, 2009	20%
October 6, 2009 and beyond	-0-

Withdrawal Notes:

1. Students who have not paid account at the time of withdrawal will be billed according to the above schedule.
2. Students receiving Title IV funds will have their refunds calculated in accordance with Federal Regulations.
3. In computing refunds to students who have scholarships and loans from University funds, the computation will be made in such a way as to return the maximum amount to the scholarship and loan accounts without loss to the University.
4. Only amounts in excess of the non-refundable enrollment deposit will be refunded.

DESIGNATION OF FULL-TIME AND PART-TIME STATUS

The Graduate School uses a unit system in making calculations to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

Courses in the series:	000-399 carry 2 units per credit hour
Courses in the series:	400-499 carry 4 units per credit hour
Courses in the series:	500-599 carry 5 units per credit hour*
Courses in the series:	600-897 carry 6 units per credit hour
Masters' Research course:	799 carries 12 units per credit hour
Pre-candidacy	Doctoral
Research courses:	898 carries 18 units per credit hour

**Not applicable to Graduate degrees, and not included in GPA calculations.*

Note: Graduate students are eligible to register for courses numbered 400 – 899. Courses with last digit of 8 or 9 can be repeated for additional credit

JUST FOR GRADUATE STUDENTS

To be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

Doctoral Dissertation Research: 899 carries 18 units per credit hour. All doctoral candidates must pay candidacy tuition for which they will be registered for six (6) credit hours of 899; this defines all currently registered doctoral candidates as full-time

COURSE NUMBERING SYSTEM

The first character of the numeric position of the course number determines the level of the course and the last two digits are used for course identification. Courses ending with the numeral 8 or 9 are the only courses that are repeatable for credit. Courses are designated as follows:

000-099	Non-credit courses.
100-199	Primarily first-year courses (not acceptable for credit toward graduate degrees).
200-299	Primarily sophomore courses (not acceptable for credit toward graduate degrees).
300-399	Junior and senior courses (not acceptable for credit toward graduate degrees).
400-499	Junior and senior courses acceptable for credit toward some graduate degrees. The number of such credits is limited by policies of the Graduate School and by the graduate program.
500-599	Professional school courses (Dentistry, Law, Medicine) and post-baccalaureate courses not for graduate degree credit.
600-898	Courses restricted to graduate students (see above for exceptions).
799	Masters' thesis credit.
899	Doctoral dissertation credit.

GRADUATE SCHOOL ACADEMIC/REGISTRATION POLICIES

This is a short listing of some of the Graduate Schools' academic policies relating to enrollment. For comprehensive information see the Graduate Catalog at www.gradschool.umd.edu/catalog.

Course and Credit Changes

A graduate student may drop a course, add a course, change between audit and credit status, change the number of credits for a course within the listed range, cancel registration, or withdraw from the University without special approval until the tenth class day each semester. No credit level changes or grading option changes are permitted after the tenth week of classes. The deadlines are published on page 12. The procedures governing each of these transactions are listed below.

Drop/Add and other changes may be done in person at the Registrar's Office or online at www.testudo.umd.edu . Full refunds are not available for reductions in total credits after the first day of classes. For more information, please see the Refunds section of this publication. Exceptions to the published deadlines require a petition to the Graduate School which must include the written approval of the instructor and the Graduate Director of the program. Petitions should be submitted to the Graduate School, 2123 Lee Building. The graduate program stamp must be placed on the change of grading option/credit level form.

Withdrawal from Classes. The term "withdrawal" means termination of enrollment in all classes for a given semester. The date of the withdrawal is indicated on a graduate student's academic record. To withdraw from a semester on or before the last day of classes a graduate student must notify the Office of the Registrar, 1113 Mitchell Building , in writing or in person. Withdrawal becomes effective on the date notification is received in the Records Office. The University Refund Policy applies to withdrawals after the first day of classes. Students who withdraw may be in violation of the University's continuous registration requirement (see below), unless they have received a waiver of registration from the Graduate School. If the time limitation in a masters' or pre-candidacy students' program has not lapsed (5 years to obtain a masters' degree and 5 years to reach doctoral candidacy), the graduate student is eligible to re-enroll without readmission provided he or she has received a waiver of registration from the graduate program or has received an approved Leave of Absence from the Graduate School; withdrawal by a doctoral candidate without an approved Leave of Absence or Waiver of Registration will officially end the student's status as a graduate student.

Resignation from the University

A graduate student wishing to withdraw from the University and terminate his or her graduate student standing may do so by submitting a letter to the Graduate School . The Graduate School will then cancel the student's admission status, effective the date the letter is received. If the student is registered for classes at the time of his or her resignation, the Graduate School will ask the Office of the Registrar to withdraw the student effective the date of the resignation. The University Refund Policy applies for resignation after the first day of classes. A graduate student seeking to return to the University of Maryland after resigning must reapply for admission and is

subject to all graduate program and Graduate School requirements. He or she may be required to repeat previously elected courses (see time limits for relevant degree or certificate programs).

Continuous Registration Requirements
All graduate students must register for courses and pay associated tuition and fees each semester, not including summer and winter sessions, until the degree is awarded. A student who fails to register and who has not requested and received a waiver of registration or "Leave of Absence for Childbearing, Adoption, Illness or Dependent Care" will be notified by the Graduate School after the first day of classes that he or she must register for the current semester. The Graduate School will also inform the Graduate Director of the graduate program that the student is in jeopardy of termination. If the student does not register, he or she will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.

A student who is dismissed for non-registration may appeal dismissal during a 30-day period following the end of the semester of non-registration. If the student does not appeal, or if the appeal is denied, and the student wishes to continue in the Graduate School, the student must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree or advance to candidacy.

Waiver of Registration for Certificate, Masters', and Pre-Candidacy Doctoral Students
Certificate, Masters', and pre-candidacy Doctoral students who will be away from the University for a semester or a year may request a waiver of continuous registration and its associated tuition for the semester or year. Waivers of registration will by granted only if the student is making satisfactory progress toward the degree and can complete the degree requirements within the required time limits. Interruption of registration cannot be used to justify a time extension.
Permission for non-registration is obtained from the Graduate Director of the student's program and the waiver must be filed with the Graduate School. Students who are not registered may not use any University facilities, including the library, and should expect to consult with members of the Graduate Faculty seldom or not at all.

A request for a waiver of registration should be filed 30 days before the beginning of the semester or year for which the waiver is sought. Tuition waiver requests will be granted only when the student affirms in writing that he or she will not be using any University resources, including the time of faculty members, during the waiver period.

Waiver of Registration for Doctoral Candidates
Doctoral Candidates are not eligible for Waivers of Continuous Registration. Each doctoral Candidate must maintain continuous registration in 899 (Doctoral Dissertation Research) until the degree is awarded. Waivers of Registration may be granted only under the University's policy for Leave of Absence for Graduate Students for Childbearing, Adoption, Illness or Dependent Care.
(see explanation below)

Waiver of Mandatory Fees
A waiver of Mandatory Fees may be granted to any graduate student, including Doctoral Candidates, if the student will be away from the University for a semester or a year. An application for waiver of Mandatory Fees must be submitted to the Graduate School 30 days before the beginning of the semester for which the waiver is sought. The waiver may be granted for a semester or a year.

Leave of Absence for Childbearing, Adoption, Illness or Dependent Care
In recognition of the effects that childbirth, adoption, illness, and caring for incapacitated dependents (such as children, ill or injured partners, or aging parents) may have on the time and energy that graduate students have to devote to their educational programs, the University allows students in such circumstances to apply for a leave of absence of up to two semesters during which time they do not intend to make academic progress toward the completion of their degree. The time taken on an approved leave of absence is not included in the time limitations for degree completion and advancement to candidacy. Please contact the Graduate School on gradschool@umd.edu for further information.

Special Considerations
Registration Requirements: Students on approved leaves of absence are not registered at the University and, therefore, do not have the rights and privileges of registered students. Students must be registered during a semester in which they fulfill a University or departmental degree requirement, such as taking qualifying exams or submitting a dissertation/thesis. In addition, students must also be registered in order to be eligible for any form of University financial aid (e.g., a teaching or research assistantship) and to be certified as full-time students.

JUST FOR GRADUATE STUDENTS

Impact on Funding: When contemplating a leave of absence, graduate students are advised to consult with the sources of their funding to determine whether a leave might involve a long-term financial loss. Because academic programs and financial aid packages may be constructed and sequenced over a period of years, individual interruptions to the normal sequence of academic progress and scheduled employment may result in a loss of future funding and a slower time to completion of degree. In some programs, a leave of absence may mean that students may have to join a new project upon return, with the likelihood that their research may take longer to complete. Whenever a leave of absence is being considered, a student should meet with the advisor to develop a plan for resumption of study and gain a clear understanding of future funding opportunities. Some outside funding agencies frown on interruptions to a degree program. Some only allow leaves for medical reasons or military service. Others require prior approval of the fellowship agency.

Students with outstanding educational loans need to consider the effect of taking a leave of absence on their loan status. For some student loans, a grace period for repaying the loan begins once the student stops registering. If the leave period is longer than the grace period, then the student may have to begin repaying the loan while on a leave of absence. Prior to taking a leave, students should arrange to meet with a Student Financial Aid officer, and/or contact their lenders .

International students: Non-immigrant F-1 and J-1 students and their dependents must maintain legal immigration status at all times. Students with F-1 or J-1 visas must be enrolled full-time every semester at the University while they remain in the United States. The only possible exception that might allow a student to remain in the United States while on an approved leave of absence might be a serious illness or medical condition. Students are advised to consult with the staff of the Office of International Educational Services for more information when considering a leave of absence.

Student Accounts: Students are advised to check with the Bursar's Office prior to taking an approved leave of absence in order to determine the status of their student accounts. Students are advised that accounts that are overdue will be subject to regular procedures in accordance with University guidelines, notwithstanding any approved leave of absence: specifically, late fees and finance charges will continue to accrue, students will be blocked from future registration upon their return, and accounts will be referred to the State Central Collection Unit, with the imposition of additional collection charges, for non-payment in accordance with regular timeframes.

University Housing: The University's general policy is that students must be registered to be eligible for University housing. For specific information about continued eligibility for University housing during an approved leave of absence, students are advised to contact the Department of Resident Life. Additional restrictions may apply to students leasing housing through Southern Management Corporation. For specific information, students should contact the appropriate rental agent.

Access to University Resources: Students who are on a leave of absence do not have a valid University of Maryland Identification card and therefore are not entitled to use University resources, such as the libraries, recreational centers, shuttle buses, and other services covered by mandatory fees. Students seeking information on use of the libraries while on an official leave of absence may find it at http://www.lib.umd.edu/PUBSERV/spcmck.html, or they may contact the McKeldin Library Circulation Department, Special Borrowers Office, Monday-Friday, 9:00 a.m. - 4:00 p.m.

GRADUATION INFORMATION JUST FOR GRADUATE STUDENTS

This section provides information to assist graduate students with information concerning the forms and registration procedures required for graduation. The deadlines by which each of these steps must be completed is also provided below. Please contact registrar-help@umd.edu or 301-314-8240.

MASTERS' CANDIDATE:

You must be registered for at least 1 credit in your term of graduation. Be sure to submit the following documents to the Office of the Registrar (1113 Mitchell Building) by the deadlines in the chart below.

- Masters' Approved Program Form
- Certification of Masters' Without Thesis Form
- Nomination of Thesis Committee Form (Thesis students only)
- Electronic Thesis and Dissertation Publication Form (Thesis students only)
- Report of Examining Committee Form (Thesis students only)
- Masters' Thesis *

** $125.00 Printing and Archiving Fee will be charged to your student account*

DOCTORAL CANDIDATE:

You must be registered in your term of graduation. You are automatically registered for Candidacy Tuition (899) by the Office of the Registrar. Confirm your registration, and be sure to submit the following documents to the Office of the Registrar by the deadlines specified in the chart below.

- Nomination of Dissertation Committee Form
- Electronic Thesis and Dissertation Publication Form
- Report of Examining Committee Form
- Doctoral Dissertation *
- Survey of Earned Doctorates

** $125.00 Printing and Archiving Fee will be charged to your student account*

Fall 2009 Graduate Degree Candidates Deadlines	
All Graduate Degree Candidates: Last day to electronically submit Application for Graduation to the Registrar's Office for Fall 2009 graduation.	September 14, 2009
Doctoral Students: Last day to submit Nomination of Dissertation Committee Form to the Office of the Registrar's (Committee form must be submitted at least 6 weeks before the scheduled defense)	September 21, 2009
Masters' Thesis Students: Last day to submit the Approved Program Form and Nomination of Thesis Committee Form to the Office of the Registrar. Committee form must be submitted at least 6 weeks before the scheduled defense. **Masters' Non-Thesis Students:** Last day to submit the Approved Program Form to the Office of the Registrar	October 6, 2009
Doctoral Students: • Final date to electronically submit Dissertation to the Office of the Registrar • Final day to submit Electronic Thesis and Dissertation Publication Form to the Office of the Registrar • Final day for Dissertation Directors to send Report of Examining Committee Form to the Office of the Registrar	November 20, 2009
Masters' Thesis Students: • Final date to electronically submit Thesis • Final day for Thesis Directors to send Report of Examining Committee Form to the Office of the Registrar • Final day to submit Electronic Thesis and Dissertation Publication Form to the Office of the Registrar	December 9, 2009

JUST FOR GRADUATE STUDENTS

RESIDENCY CLASSIFICATION

Residency Classifications are made according to the Board of Regents Policy on Student Classification for Admission and Tuition purposes. Your residency classification is provided on your admission letter; you are responsible for knowing your status and if applicable, contesting it within the prescribed deadlines. Please visit the Residency Classification website at www.testudo.umd.edu/rco for the full text of the policy, relevant forms, resources and frequently asked questions. If after reading the policy, you decide to petition for instate status, you may do so by submitting a complete petition, along with all supporting documentation, to the Residency Classification Office no later than the first day of classes for the term for which you seek reclassification. Exceptions to the filing deadline will not be granted.

You may submit your petition to:
Residency Classification Office
1130 Mitchell Building, College Park, MD 20742
Email: resclass@umd.edu
Phone: 301.314.9596

As part of the compensation package for Graduate Assistants, the University pays some or all of your tuition through "tuition remission." Graduate Assistants receiving remission are billed tuition and fees at the In-State rate. This is just an administrative accounting transaction. It has no relevance or effect on your classification status. Your proper status was indicated on your admission letter. You will always retain that classification unless you successfully petition to have it changed through the established procedures of the Classification Office. If you were classified as Out-of-State, when you no longer receive tuition remission, you will be billed at that rate without further notification.

SPECIAL SERVICES FOR GRADUATE STUDENTS

For additional information on programs that may be of interest to Graduate students see *Learning Opportunities* starting on page 60 *Administrative* and *Essential Services* starting on page 72.

English Editing for International Graduate Students
The English Editing for International Graduate Students (EEIGS) program, operating under the aegis of the Graduate School, offers free editing services to international graduate students who must present their dissertations, theses, and other required papers in English. Volunteers from the University's Senior Volunteer Service Corps staff this program.
The EEIGS program operates as follows:

1. Eligible graduate students may request EEIGS services from the program coordinator, Forest Williams (forestw@umd.edu). The request should provide information about the student (name, telephone number, email address, major department and native language) and the project (title, length, due date and whether it is a dissertation, thesis, paper or other written work).
2. The EEIGS coordinator will seek a volunteer editor for each requesting student and report the results to the student. The volunteer will also contact the student to make mutually satisfactory arrangements for editing the paper. That failing, the student may ask the EEIGS coordinator to seek another editor.
3. Students are responsible for providing a hard copy of the paper if the editors request one.
4. The student is expected to inform his or her adviser or the Director of Graduate Studies of the program in which he or she is majoring about the aid being received through this program.

There are also graduate students and others on the University of Maryland campus who offer English language-editing services for a fee. Graduate students and others who will do editing for a fee may be contacted through the Writing Center, Department of English, 0125 Taliaferro Hall, 301-405-3785.

FINANCIAL INFORMATION

FINANCIAL SERVICE CENTER
Office of the Bursar, 1135 Lee Building • www.umd.edu/bursar • Phone: 301-314-9000 • billtalk@umd.edu

TUITION AND BILL PAYMENT INFORMATION

ALL STUDENTS WHO REGISTER FOR THE FALL SEMESTER INCUR A FINANCIAL OBLIGATION TO THE UNIVERSITY. Financial policy and fees are set by the University with the approval of the Board of Regents. See tuition due dates on page 56.

Each student admitted to the University is assessed tuition based on undergraduate or graduate standing, residency classification and in certain cases, program of study. Please consult pages 63-65 of this publication as well as with your academic program for specific information.

Residency classification for tuition purposes is determined at the time of admission and each student is responsible for being aware of their status and if necessary, challenge within the prescribed deadlines. If there is any question concerning residency classification at the time of registration, or any time thereafter, students must contact the Residency Classification Office on resclass@umd.edu or on 301-314-9596. The full text of the Policy on Student Residency Classification for Admission and Tuition Purposes is available on www.testudo.umd.edu/rco/policy.html or on pages 62-64 of this publication.

TUITION PLAN

The University currently sponsors two payment plans for use in paying tuition, room, board and telecommunication fees. Enrollment is on going, and applications for the school year are available from the Financial Service Center.

NOTE: Students enrolling in payment plans should deduct all financial aid or be prepared to use aid to reduce the amount owed on a payment plan. Questions for general information on payment plans can be directed to The Financial Service Center at 301-314-9000.

TUITION NOTES

Returning students will not be permitted to complete registration until all financial obligations to the University including current semester fees, library fines, parking violation assessments and other penalty fees and the service charges are paid in full. If a student registers without proper financial clearance from the Office of the Bursar, his/her registration may be cancelled without further notice. If a student becomes financially ineligible after registering, his/her registration may be cancelled unless and until his/her account balance is paid in full by a prescribed date. Students are urged to check their account by logging into: http://www.testudo.umd.edu/Financials.html. Questions regarding an account should be directed to the Financial Service Center in Room 1135 of the Lee Building, or by phoning 301-314-9000. This office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. General financial information can also be obtained at: www.umd.edu/bursar.

Charges Incurred During the Semester are Payable Immediately. A student who wishes to dispute a specific item on their bill must contact the appropriate University department that initiated the charge to discuss the nature of the adjustment, if any, or the appropriateness of the bill. If, after discussing the bill with the originating department, a student still wishes to dispute the charge, any appeal must be made in writing and sent to the Office of the Bursar. It is emphasized that any portion of the bill not in dispute must be paid in accordance with the due date on the bill. All checks or money orders should be made payable to the University of Maryland for the exact amount due. The student's account number must be written on the check.

Billing Information: Monthly billing statements are *generated by the 25th* of each month with the *payment due by the 20th* of the next month. These bills are available on-line. Students do not receive a paper bill. Although we send email notifications regarding bills, it is the student's responsibility to login and check their financial account each month.

Late Payment Fee: Students who fail to pay the balance due on their accounts are subject to an initial late fee of 5% of the outstanding balance or $10.00, whichever is greater. A 1.5% finance charge is assessed each month thereafter. The state has established, under legislative mandate, a CENTRAL COLLECTION UNIT within the Department of Budget and Fiscal Planning. This campus has been instructed that all delinquent accounts must be transferred to the State Collections Unit.

ALL ACCOUNTS DUE FROM STUDENTS, FACULTY, STAFF, NON-STUDENTS, ETC. ARE INCLUDED WITHIN THESE GUIDELINES.

Collection Costs: incurred in collecting delinquent accounts will be charged to the student. The University is required by State law to refer past due accounts to the State Central Collections Unit. The minimum collection fee is 17% plus any attorney and/or court costs. This collection fee is separate and distinct from any late payment fee the student may already have incurred and will not be reduced or offset by the amount of that late payment fee.

NOTE: STATE CENTRAL COLLECTIONS UNIT IS AUTHORIZED BY STATE LAW TO USE AN INDIVIDUAL'S STATE INCOME TAX REFUND AS AN OFFSET TO PAY INDEBTEDNESS TO THE STATE OF MARYLAND. NO DEGREE WILL BE CONFERRED, NOR ANY DIPLOMA, CERTIFICATE, OR TRANSCRIPT OF RECORD ISSUED TO A STUDENT WHO HAS NOT MADE SATISFACTORY SETTLEMENT OF HIS OR HER ACCOUNT.

TUITION DUE DATES:
An electronic billing statement is provided to all to students who have registered by July 25, 2009 for Fall 2009 courses. Go to www.my.umd.edu or www.umd.edu/bursar and choose the red banner "View Monthly Billing Statement". Payment in full must be made by the dates in the following chart:

If you registered:	**Payment in full is due:**
By July 25, 2009	August 20, 2009
After July 25, 2009	By September 20, 2009

ALL CHARGES INCURRED AFTER July 25, 2009 ARE DUE by September 20, 2009 WITHOUT EXCEPTION. PLEASE CONTACT www.umd.edu/bursar AND CHOOSE "Student Account Inquiry to verify the amount owed and make your payment. WE MUST BE IN RECEIPT OF THE PAYMENT BY SEPTEMBER 20, 2009. MAIL PAYMENTS, ELECTRONIC PAYMENTS, POSTMARK DATES AND USE OF "DROP BOXES" WILL NOT SATISFY THIS DEADLINE.

Payment of Fees: All checks, money orders or postal notes should be made payable to the University of Maryland and mailed or delivered to: Office of the Bursar, University of Maryland, College Park, MD, 20742.

Accounts not paid by the appropriate due date are delinquent and subject to the assessment of a late payment fee of 5% of the unpaid balance or $10.00, whichever is higher, an additional monthly finance charge of 1.5% of the unpaid balance, and possible referral the State Central Collection Unit. Students who are receiving financial aid must pay their bill in full in the event their funds have not been disbursed to their student account by September 20, 2009.

Online payment is encouraged, however a student may also pay in person at the Cashier's Office in room 1115 of the Lee Building. The Cashier's Office is open 8:30 am to 4:30 pm, Monday through Friday. Students must present a student ID with payment. If you are paying by check, you may also drop off your payment in the Bursar's hallway "drop box" in the Lee Building anytime the building is open. the student's university identification number (UID) must be written on the front of the check.

You can pay your student account by American Express, VISA, Mastercard, or Discover or by check on line at www.umd.edu/bursar choose the blue banner, "JUST NEED TO PAY? - PAY ONLINE HERE". Please use the student UID as the account number.

Third Party Payments:

Each student is individually responsible for all of his or her fees and expenses. If a third party, such as an employer, agrees to pay these charges, the student is not relieved of his or her primary responsibility. In the event such third party fails to honor its agreement, the University reserves the right to bill the student directly.

Failure to pay outstanding debts will result in adding a late payment fee of $10.00 or 5%, whichever is higher plus a 1.5% monthly finance charge, failure to pay this bill thereafter will result in the suspension of service to the student by the University, and transfer of the account to the the State Central Collections Unit. A minimum of 17% collections charges are added at this time. This collection fee is separate and distinct from any late payment fee the student may already have incurred and will not be reduced or offset by the amount of that late payment fee. Maryland law allows the Central Collection Unit to block issuance of Maryland state income tax refunds for individuals with delinquent accounts.

Returned Checks: When a check is returned unpaid, the student must redeem the check and pay any outstanding balance on the account within 10 days or all university services may be severed and the account transferred to the State Central Collection Unit for legal follow-up. Additionally, a minimum 17% collection charge is added to the charges posted to the student's account at the time the transfer is made. When a check is returned unpaid due to an error made by the student's bank, the student must obtain a letter from the branch manager of the bank or a person of equivalent status admitting such an error. This letter must be submitted to the Office of the Bursar to have the service charge waived. **Service Charge for Returned Checks:** Payable for each check which is returned unpaid by the drawee bank upon presentation because of insufficient funds, payment stopped, post-dating against uncollected items, etc. *For checks up to $100.00 = $10.00 fee • For checks from $100.01 to $500.00 = $25.00 fee • For checks over $500.00 = $50.00 fee.*

NON FINANCIAL AID REFUND REQUESTS

Go to www.my.umd.edu and then choose Student Account Inquiry to access your student account. If your account has a credit balance you will be prompted to request a refund. You may also request a refund by visiting the Financial Service Center in room 1135 of the Lee Building, Monday - Friday, 8:30 a.m. to 4:30 p.m. No credit balance is automatically refunded unless it is generated from financial aid funds. Excess financial aid is automatically refunded.

Refunds from payments originally paid by check must be ordered from the State Treasurer's Office in Annapolis. There is a 30-day hold period to ensure that the check has cleared the bank before a refund is issued.Students with a credit balance of $250.00 or less may be entitled to a cash refund. Please visit the Financial Service Center in room 1135 of the Lee Building. Be sure to have your student ID available to obtain the cash refund.

Refunds from payments originally made by credit card must be refunded to the card originally charged. Credit card refunds are processed electronically and take approximately 1 week after the refund is requested. We must have the credit card number and expiration date to process the refund request. A receipt for the credit will be mailed to the address included in the refund request.

TUITION, FEES AND OTHER EXPENSES

GENERAL FEES - (Includes Mandatory Fees and Technology Fee)

****** The following prices were for the 2008-09 academic year. The University reserves the right to change tuition prices without notice. Please use the Bursar website (www.umd.edu/bursar) for the most up-to-date tuition charges.******

TUITION

[1]**FULL-TIME UNDERGRADUATE STUDENTS, MARYLAND RESIDENTS** $4,002.45****

[1]**FULL-TIME UNDERGRADUATE STUDENTS FROM THE DISTRICT OF COLUMBIA AND ALL OTHER STATES AND OTHER COUNTRIES** $11,537.95****

PART-TIME UNDERGRADUATES (In-state $273.00 per credit hour. Out-of-state $902.00 per credit hour)****

Credit Hours	1	2	3	4	5	6	7	8	9	10	11
*Cost											
In-state	601.15	874.15	1,147.15	1,420.15	1,693.15	1,966.15	2,239.15	2,512.15	3,176.45	3,449.45	3,722.45
Out-of-state	1,230.15	2,132.15	3,034.15	3,936.15	4,838.15	5,740.15	6,642.15	7,544.15	8,837.45	9,739.45	10,641.45

GRADUATE IN-STATE- $444.00 per credit hour[2] ****

Credit Hours	1	2	3	4	5	6	7	8	9	10	11
*Cost	770.25	1,214.25	1,658.25	2,102.25	2,546.25	2,990.25	3,425.25	3,878.25	4,546.25	5,008.25	5,452.25

GRADUATE OUT-OF-STATE- $958.00 per credit hour[2] ****

Credit Hours	1	2	3	4	5	6	7	8	9	10	11
*Cost	1,284.25	2,242.25	3,200.25	4,158.25	5,116.25	6,074.25	7,032.25	7,990.25	9,190.25	10,148.25	11,106.25

*Include all mandatory fees

MANDATORY FEES (Technology fee included) For an explanation of fees, please visit www.umd.edu/catalog and see 'Emplanation of Fees' under 'Fees, Expenses and Financial aid'

Undergraduate	(9 or more credits)	$719.45
	(8 or fewer credits)	$328.15
Graduate	(9 or more credits)	$568.25
	(8 or fewer credits)	$326.25
	Doctoral Candidates	$326.25

Shady Grove Undergraduates

Shady Grove Fee: $21.00 per credit with maximum of …$252.00

Shady Grove Facilities Fee: … $83.00 per semester

[1] For billing purposes, Undergraduate Full-time status is defined as a registration for 12 credits or more.

[2] A student who has been admitted to the Graduate School will be charged the Graduate Credit Hour fee for all courses regardless of the level of the course.

All fees are subject to change.

OTHER FEES & CHARGES

Campus Point Plan Dining Services (The following were 2008-2009 prices. For up-to-date rates go to www.dining.umd.edu)
- Lite $1,753.00
- Regular $1,853.00
- Plus $1,953.00

Room, University Residence Hall with telecom fee, Maryland Residents/Non-Residents (The following were 2008-2009 prices. For up-to-date rates to go www.resnet.umd.edu $2,701.00

Parking Registration Fee: (The following were 2008-2009 rates. See www.transportation.umd.edu/parking/studentpermit.html)
- Campus Resident ..... $412.00/$247.00
- Commuter ..... $213.00/$128.00

Audit Courses – Charge is the same as a course taken for credit. ..... See above

Animal Science Laboratory Materials Fee ..... $50.00 (per course)

Anthropology Fee (per course): $30.00

Applied Music Fee (for all students in applied music courses): $200.00

Applied Music Fee (for MUSP102y, 103y, 202y, 203y, 302y, 303y, 402y, 403y –only) $100.00

Architecture Studies Fee: $125.00

**Business & Management Fees:
- BMGT Full-time students ..... $350.00 per credit
- BMGT Part-time students ..... $242.00 per credit
- DC Site Fee ..... $195.00 per credit
- Shady Grove Site Fee ..... $104.00 per credit
- Baltimore Site Fee ..... $93.00 per credit
- College Park Site Fee ..... $165.00 per credit
- MBA Assn Fee ..... $275.00 (Fall only)
- BMGT 367 Materials Fees $32.00
- BMGT 608A Materials Fees $55.00
- MBS Orientation Fee $150.00

CCJS Lab fee $40.00

CO-OP Program for Liberal Arts & Business (UNIV 099): $60.00

An additional $18.00 fee will be charged for special course registration.

**Please note that many graduate programs such as MBA, ENTS or Reliability Engineering have increased rates or special fees. Graduate students are advised to check with their department to determine these charges.

TUITION, FEES AND OTHER EXPENSES

CO-OP Program for Engineering (ENCO 099): $60.00

An additional $18.00 fee will be charged for special course registration.

Credit by Exam Fee:

All Undergraduate and Full-time Graduate students (per course): $30.00

Part-time Graduate students (per credit hour): ..... See previous page

EDCP 632 Materials Fee $45.00

EDCP 108D Materials Fees $20.00

EDCP 317 Materials Fees $35.00

Geography Lab Fee (per course): $40.00

Geography 448 Fee (per course): $150.00

Golden ID Card Program: $220.25

Journalism Fee: $150.00

Landscape Architecture Key Fee: $25.00

Landscape Architecture Studio Fee:Design Studio I/ Design Studio II ..... $200.00/$300.00

Late Registration Fee (Beginning Beginning August 31, 2009): $20.00

All students are expected to complete their registration before the first day of classes. Those who do not complete their initial registration prior to the first day of classes will be assessed this fee.

Life Science Lab Fee (per course charge assessed for most Life Science courses): $40.00

Maryland English Institute Activity Fee (001-004) $250.00

Maryland English Institute-Intensive: (001, 002, 003, 004) $5,972.00

Maryland English Institute-Semi Intensive Program (005, 005A) $3,406.00

Maryland English Institute-Pronunciation Program (UMEI-006) $943.00

Maryland English Institute-Fluency Program or Advanced Writing (007, 008) $1,253.00

Orientation Fees:

- Freshman 2-Day Program: $145.00
- Parent 1-Day Program per person: *Charged for anyone attending over the age of 18 yrs old.* $60.00
- Transfer (or Freshman) 1-Day Program: $101.00

Student Teaching Fee: $400.00

All student teachers are required to pay this fee for their entire student teaching experience.

Student Union Bowling Fee $35.00

Special Mathematics Fee (Math 003, 010, 013 & 015) $230.00

This special fee is in addition to course charges. (These courses are for students who did not place into a credit level math course).

**Please note that many graduate programs such as MBA, ENTS or Reliability Engineering have increased rates or special fees. Graduate students are advised to check with their department to determine these charges.

STUDENT FINANCIAL AID

GENERAL REGULATIONS GOVERNING RECEIPT OF AID

Any student receiving financial aid who is contemplating dropping credits should see his or her Financial Aid Counselor before taking such action. Students receiving certain types of financial assistance are expected to attempt or maintain a minimum semester credit load in order to keep the full aid award (see the Financial Aid Award Guide for specifics). Neither credit earned by examination nor courses taken as "audit" can be counted toward the minimum credit level. If the recipients enrollment level drops below the minimum requirement, the aid is automatically reduced or cancelled. The student is then responsible for paying any resulting balance on his or her student account. Failure to pay the balance in a timely manner may lead to assessment of late fees and finance charges, or to severance of services by the University.

In order to receive a credit on the student's account at the time of registration, the student must have accepted and received final approval of his or her financial aid award. No deferments of bills will be granted unless the student has approved and accepted aid; otherwise, the student must be prepared to pay his or her bill by the first day of classes.

Students sponsored by an agency or employer remain responsible for their fees. If the University does not receive payment from the sponsor, the student will be charged.

The University has moved to a fully electronic billing system beginning with the first Fall term bill generated on July 25, 2009. Paper bills will **NOT** be sent to students registered for the current and/or upcoming terms. Registered students will receive an email notification that their monthly bill statement is ready for viewing. The email will not contain the bill, but will provide a link to log in to their financial account. Non-registered students and non-students will receive a paper bill in the mail, but have the option to request an electronic bill at www.umd-edu/bursur.

1. All accepted aid, except Federal Work Study and National Merit Scholarships, will be credited directly to the student's account when the student has completed all paperwork to accept the award. Checks for any credit remaining on the account after all charges are paid will be automatically issued to those students receiving financial aid. If awarded financial aid has not been credited on the early registration bill, deduct the approved and accepted financial aid amount for the semester, and pay the remaining balance.
2. Refund checks will be mailed to the student's local and permanent home address, or electronically transferred to his or her bank account. Students that have a non-U.S. mailing address will have the option to pick up the refund check. This arrangement can be made with the Bursar's Office.
3. Federal Work-Study and other university student employment will be paid to the student bi-weekly as work is performed.
4. Students who are awarded Federal Perkins Loans must sign promissory notes and associated forms in order for the loan funds to be credited to their student accounts. These funds cannot be disbursed if the student has not completed these forms.
5. **Students contemplating a withdrawal should consult a Financial Aid Counselor prior to the withdrawal. Aid may be cancelled or prorated based on attendance.**

SATISFACTORY ACADEMIC PROGRESS POLICY

The Office of Student Financial Aid (OSFA) is required by federal and state regulations to monitor the academic progress of potential and current financial aid recipients. Applicants must comply with the Satisfactory Academic Progress Policy as a condition of initial or continuing eligibility. Please note that even if you have not currently applied for financial aid, or are not currently receiving aid, this policy applies to you and your prior academic progress will be measured to determine your eligibility.

Financial aid programs which are affected by the Satisfactory Academic Progress Policy include (but are not limited to) Federal Pell Grant, Federal Academic Competitiveness Grant, Federal SMART Grant, Federal SEOG Grant, Federal Work-Study, Federal Perkins Loan, the Federal Family Education Loan Programs (Stafford and PLUS), UM Grants, Frederick Douglass Grants, UM Scholarships, Guaranteed Access Grants, Educational Assistance Grants, Education Excellence Awards, House of Delegates and Senatorial Scholarships.

Satisfactory Academic Progress for undergraduates is measured in three areas: maintaining a satisfactory grade point average, successfully completing a required number of credits, and receiving a degree in a timely manner. The specific policy requirements of each area are listed below. Students who have questions about the Satisfactory Academic Progress Policy and financial aid eligibility should contact a financial aid counselor.

Graduate Students must be in good academic standing as defined by the graduate school to maintain eligibility for financial aid.

MINIMUM GRADE POINT AVERAGE

Undergraduate students must maintain the required grade point average (GPA) necessary to continue as degree candidates at the University of Maryland. Therefore, they must maintain an academic standing consistent with the university's Retention Policy as defined by the Registrar and outlined in the Undergraduate Catalog.

Students who are on Academic Warning due to their GPA may receive aid. However, if a student is Academically Dismissed, he or she will be considered ineligible for financial aid until readmitted through the Re-Enrollment Office (0117 Mitchell Building, 301-314-8382). Appeals for readmission should be submitted to the Re-Enrollment Office.

Once readmitted, students may be eligible to receive a one semester probationary period in which financial aid eligibility will continue. During the probationary period, students are required to meet the minimum grade period average as stated by the Re-Enrollment Office. In addition students must successfully complete a minimum of 75% of their cumulative UM courses attempted. Failure to meet the

defined minimum GPA or credit requirements per semester will result in the loss of financial aid eligibility. Once eligibility is suspended, students will not be considered for aid until they have successfully completed 75% of the cumulative UM credits attempted and their GPA is consistent with the requirements of the Retention Policy as outlined in the Undergraduate Catalog.

Students put on probation for any period prior to their dismissal must meet all academic progress requirements as defined by the student Financial Aid Progress Policy before financial aid eligibility will be reinstated.

MINIMUM CREDIT REQUIREMENT

Undergraduate Students with less than 30 Credits Attempted at UM:

Non-transfer undergraduate students with less than 30 credits attempted at UM must have successfully completed at least 50% of all credits attempted at UM. Failure to meet this requirement will result in a warning. If the student continues to fail to complete course work, OSFA will suspend financial aid eligibility. A student with a completion rate above 50% but below 75% will receive a warning.

Undergraduate Students with More than 30 Credits Attempted at UM:

All undergraduate students with more than 30 credits attempted at UM must have successfully completed at least 75% of all credits attempted at UM. Failure to meet this requirement will result in a warning after the first occurrence and suspension of financial aid eligibility if the requirement is not met after two consecutive semesters.

What Counts as a Successfully Completed Credit?

Successful credits which do count toward the Minimum Credit Requirement are those courses graded with "A," "B," "C," "D," "S," or "P." Withdrawn ("W" grades), Incomplete ("I" grades), Fail ("F" grades), Unsatisfactory ("U" grades), No grade ("NG" grades) and Audit ed courses do not count toward the Minimum Credit Requirement. Non-credit remedial courses do count toward the Minimum Credit Requirement, provided that the classes are required for the student's degree program. Repeat courses do not count if the classes are taken to improve passing grades, but do count if the classes are taken to replace failing grades.

Identification and Handling of Violators

Probation: OSFA will review the academic progress of all university students who apply for federal aid. Students not meeting the Minimum Credit Requirement will be placed on probation.

If a student is placed on probation, he or she will be allowed to receive financial aid for the next academic term. At the end of the probationary term, the student must meet the Minimum Credit Requirement. Students who fail to meet the Minimum Credit Requirement at the end of the probationary term will be placed on Satisfactory Academic Progress Suspension.

Suspension: A student whose eligibility has been suspended may not receive any financial aid until he or she makes up the full credit deficit with courses at UM at his or her own expense. When the student meets the Minimum Credit Requirement, financial aid eligibility will be reinstated.

MAXIMUM TIME FRAME

Undergraduate students must earn their degree, regardless of their program of study, within their **first one hundred-eighty (180) attempted credits**. Students who have not earned a degree within their first 180 attempted credits, whether they received financial aid or not, must attempt any additional credits at their own expense.

Transfer Credits

Up to 60 transfer credits that fulfill UM degree requirements will count toward a transfer student's Maximum Time Frame limit. Transfer credits above the sixty credit limit will not count toward the Maximum Time Frame. Violators of the Maximum Time Frame cannot receive additional financial aid until they successfully complete their current degree programs and become accepted into new programs.

Appeals

If a student is placed on Probation, he or she does not need to appeal, because financial aid eligibility has not been revoked. If the student successfully makes up the credit deficiency, he or she will automatically be taken off Probation.

If a student is placed on Suspension and there were extenuating circumstances that caused the violation, the student may submit a Satisfactory Academic Progress Appeal. Extenuating circumstances are defined as environmental conditions outside of the student's control. All appeals must include third party documentation of these circumstances. Satisfactory Academic Progress Appeal forms are available from the Student Financial Service Center and on the Student Financial Aid web site at: www.financialaid.umd.edu.

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POLICY STATEMENTS

This section outlines the most frequently referenced University of Maryland policies relevant to each student. Updates to these policies, as well as additional University of Maryland, College Park, and University of Maryland System policies and procedures can be found at www.president.umd.edu/policies/.

DISCLOSURE OF STUDENT RECORDS
(FERPA/BUCKLEY)

The University of Maryland adheres to a policy of compliance with the Family Educational Rights & Privacy Act (FERPA/Buckley Amendment). With certain limitations, this Act requires and it is the policy of the University:

1. To permit students to inspect their education records.

2. To limit disclosure to others of personally identifiable information from education records without student's prior written consent.

3. To provide students the opportunity to seek correction of their education records where appropriate.

Prior consent will not be required for disclosure of educational records to school officials of the University of Maryland who have been determined to have legitimate educational interests.

Certain information has been designated "Directory Information" and will be disclosed without prior consent unless a student files written notice. Directory information includes but is not limited to:

• Name • Address • E-mail address • Participation in Officially Recognized Activities & Sports • Weight and Height of Members of Athletic Teams • Telephone Listing • Dates of Attendance • Date & Place of Birth • Degrees & Awards Received • Full or Part-time Status • Most Recent Previous Educational Institution Attended • Major Field of Study

Students who wish to limit the disclosure of Directory information or wish access to their official records should obtain the appropriate form at the Student Services Counter, Mitchell Building, and return the completed form to the Student Services Counter. **To limit disclosure of Directory information and printing of information in the student directory requests must be made within 3 weeks from the first day of the semester in which the student begins each school year.** Such requests must be filed annually within the above allotted time.

Students alleging University noncompliance with the Family Educational Rights and Privacy Act may file a written complaint with the Family Educational Rights and Privacy Office, United States Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

For complete University policy on access to and release of student data information, see the current edition of the Undergraduate Catalog online at www.umd.edu/catalog.

EQUITY COUNCIL

The Equity Council serves as an advisory group to the President and supports the longstanding and continuous goal of the University of Maryland to be a national leader in recruiting and retaining a diverse community of faculty, staff and students. The Council provides leadership in the articulation and development of affirmative action policies and procedures for the campus community. A particular focus of the Equity Council is to review and recommend, as appropriate, search and selection policies and procedures for the university and its colleges and departments. The Council consists of equity administrators from each Vice President and Dean's office and the Office of the President. The Special Assistant to the President for Equity Diversity serves as Chair of the Council.

For further information please visit www.umd.edu/eqco or 301-405-5793.

HUMAN RELATIONS CODE

The University's Human Relations Code prohibits discrimination within the campus community on the basis of:

- race
- age
- marital status
- personal appearance
- political affiliation
- color
- mental or physical disability
- creed
- sex
- national origin
- sexual orientation
- The exercise of the rights secured by the First Amendment of the United States Constitution

If you feel you have been subjected to any form of discrimination, you may file a complaint with the Office of Human Relations Programs, or with a member of the Equity Council.

POLICY STATEMENTS

NON-DISCRIMINATION POLICY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University's policies, programs and activities conform to pertinent federal and state laws and regulations on nondiscrimination regarding race, color, age, national origin, sex, or disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act or related legal requirements should be directed to:

Campus Compliance Officer
Office of Human Relations Programs
1130 Shriver Laboratory, East Wing, University of Maryland
College Park, Maryland 20742
301-405-2839 or www.umd.edu/ohrp

PARTICIPATION BY STUDENTS IN CLASS EXERCISES THAT INVOLVE ANIMALS

Students who are concerned about the use of animals in teaching have the responsibilities to contact the instructor, prior to course enrollment, to determine whether animals are to be used in the course, whether class exercises involving animals are optional or required and what alternatives, if any, are available. If no alternatives are available, the refusal to participate in required activities involving animals may result in a failing grade in the course. Departments including courses where animals are used must actively inform students of such courses including, but not limited to, notices in the Catalog.

The University of Maryland, College Park campus, affirms the right of the faculty to determine course content and curriculum requirements. The University, however, also encourages faculty to consider offering alternatives to the use of animals in their courses. In each course, the instructor determines whether the use of animals in classroom exercises will be a course requirement or optional activity. The following departments currently have courses that may require animals to be used in class activities; Animal and Avian Sciences, Biology, Cell Biology & Molecular Genetics, Psychology, and courses with the NRMT prefix.

RESIDENCY CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES

The full text of the policy is availabe at www.testudo.umd.edu

I. POLICY

A. Purpose: To extend the benefits of its system of higher education while encouraging the economical use of the State's resources,1 it is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the tuition categories of in-state and out-of-state students for the purpose of admission and assessing tuition at USM institutions.

B. Burden of Proof: The person seeking in-state status shall have the burden of proving by clear and convincing evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of in-state or out-of-state status will be made by the applicable USM institution upon a review of the totality of facts known or presented to it.

C. In-state Status

To qualify for in-state tuition, a student must demonstrate that, for at least twelve (12)consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status, the student had the continuous intent to:

1. Make Maryland his or her permanent home; and
2. Abandon his or her former home state; and
3. Reside in Maryland indefinitely; and
4. Reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

Satisfying all of the requirements in Section II (and Section III, when applicable) of this policy demonstrates continuous intent and qualifies a student for in-state tuition. Students not entitled to in-state status under this policy shall be assigned out-of-state status for admission and tuition purposes.

D. Presumption: Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution and therefore, does not qualify for in-state status under this policy:

1. A student is attending school or living outside Maryland at the time of application for admission to a USM institution, or
2. A student is Financially Dependent on a person who is not a resident of Maryland.

This presumption may be rebutted. The student bears the burden of rebutting the presumption. See "III. Rebuttal Evidence" below.

II. REQUIREMENTS

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate he or she:

1. Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.
2. Has substantially all of his or her personal property, such as household effects, furniture and pets in Maryland.
3. Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland tax return.
4. Has registered all owned or leased motor vehicles in Maryland.
5. Possesses a valid Maryland driver's license, if licensed.
6. Is registered to vote in Maryland, if registered to vote.
7. Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.
8. Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.
9. Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

III. REBUTTAL EVIDENCE

Satisfying the requirements listed in paragraphs 1-8 of Section II, does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence.

The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

Additional evidence that will be considered includes, but is not limited to, the following:

A. Source of financial support:

i. Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or

ii. Evidence the student is Financially Dependent upon a person who is a resident of Maryland.

B. Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.

C. Registration as a Maryland resident with the Selective Service, if male.

D. Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.

E. An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

IV. NON-RESIDENTS WHO MAY TEMPORARILY QUALIFY FOR IN-STATE STATUS

In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

A. A full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.

B. The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent time) regular employee of USM or a USM institution.

C. A full-time active member of the Armed Forces of the United States whose home of record is Maryland or one who resides or is stationed in Maryland, or the spouse or a Financially Dependent child of such a person. Students that qualify under this provision will retain in-state status for tuition purposes as long as they are Continuously Enrolled regardless of a change in military assignment or status of the active member of the military.

D. A veteran of the United States Armed Forces with an honorable discharge who, within one year of discharge, presents documentation that he or she attended a secondary school in the State for at least three years, and graduated or received the equivalent of a high school diploma from a secondary school in the State. The veteran must present documentation and register at a USM institution within one year of discharge for this provision to apply.

E. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.

F. A graduate assistant appointed through a USM institution for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

SEXUAL HARASSMENT

Sexual Harassment by University faculty, staff, and students is prohibited by the "UMCP Policy and Procedures on Sexual Harassment." The policy and procedures can be obtained by calling the Office of Human Relations Programs (OHRP) at 301-405-2838. Brochures and posters are available at the same number. OHRP also provides training and education on sexual harassment. If you suspect you have been the target of sexually harassing behavior, or are accused of this type of discrimination, please call OHRP.

POLICY STATEMENTS

OFFICE OF STUDENT CONDUCT
www.jpo.umd.edu/ • studentconduct@umd.edu
2118 Mitchell Building • 301-314-8204

Call the Honor Council at 301-314-8204 to report Academic Dishonesty or if you are interested in serving on the Student Honor Council.

Code of Academic Integrity

The University is an academic community with a fundamental purpose of the pursuit of knowledge. Essential to this purpose is the commitment to the principles of integrity and academic honesty. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

Any of the following acts, when committed by a student, is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
Comments
1. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
2. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
3. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

B. Fabrication
Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
Comments
1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor.
2. One should acknowledge reliance upon the actual source from which cited information was obtained.
3. Students should not alter and resubmit returned academic work without notice to the instructor.

C. Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

D. Plagiarism
Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
Comments
1. Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in a footnote. (Proper footnote style for many academic departments is outlined by the MLA Style Sheet or K.L. Turabian's A Manual for Writers of Term Papers, Theses and Dissertations.)
2. Paraphase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. Paraphrasing is not reordering words in a sentence.
3. "Borrowed Facts or Information": Information that is obtained in one's reading or research; which is not common knowledge among students in the course, must be acknowledged. Textbooks and course handouts are not considered common knowledge. Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately footnoted.

Academic dishonesty is a serious offense which may result in suspension or expulsion from the University. The normal sanction for academic dishonesty is a grade of "XF," denoting "failure due to academic dishonesty." That grade will normally be recorded on the transcripts of students found responsible for acts of academic dishonesty in addition to any other action taken (e.g., suspension or expulsion). The normal penalty for graduate students is dismissal.

A forty member Student Honor Council has the responsibility to investigate allegations of academic dishonesty and to convene Honor Boards to adjudicate charges. In specified circumstances, the Student Honor Council will accept petitions to remove the grade of "XF" from a transcript and replace it with the grade of "F."

POLICY STATEMENTS

Student Honor Pledge

To University of Maryland Students:
The University of Maryland adopted a student-initiated Honor Pledge in 2001. The Honor Pledge is a statement undergraduate and graduate students are asked to write by hand and sign on examinations, papers, and other academic assignments not specifically exempted by the instructor. Over the past six years, thousands of students have signed the Honor Pledge to affirm the quality and integrity of their work. The Pledge reads:
I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.
The Honor Pledge is printed on University examination books and "scantron" sheets. We encourage you to write the Pledge deliberately and thoughtfully. With each signing of the pledge you will contribute to a community of trust and help build a tradition that you and generations of Maryland students will remember with pride. Questions or comments should be directed to the Student Honor Council chair at shc@umd.edu.

Sincerely,
Student Honor Council Chair

What is the Maryland Honor Pledge designed to accomplish? The Honor Pledge is a community building ritual, designed to encourage teachers and students to reflect upon the University's core institutional value of academic integrity. Professors who invite students to sign the Honor Pledge signify that there is an ethical component to teaching and learning. Students who write by hand and sign the Pledge affirm a sense of pride in the integrity of their work.

What kinds of academic exercises should include a Pledge statement? The University Senate Committee on Student Conduct, with approval by the Senate Executive Committee, has urged faculty members to include the Pledge "on all assignments worth 20% or more of the course grade." The Pledge may also be included on lesser assignments.

Do honor pledges suggest students cannot be trusted? No. Student leaders at Maryland would not have developed the pledge if it had that connotation. People who enter a profession or assume public office often sign an oath or affirmation. Doing so is considered an honor. Likewise, Maryland students endorsed the Honor Pledge because they feel a growing sense of pride in the quality of the University. For them, the pledge is a public statement of support for academic excellence, including the highest standards for academic integrity.

Why are students asked to write as well as sign the pledge? The purpose of asking students to write the Pledge by hand is to promote a period of serious reflection at the end of an academic exercise. The few moments required to write the pledge by hand reminds us that the paper or examination we are submitting is governed by the ethical rules of a scholarly community.

What if a student refuses to write or sign the pledge? The Maryland Honor Pledge is carefully crafted to respect the autonomy of individuals who might object to a pledge requirement on religious or ideological grounds. The University Senate resolution on the Honor Pledge states that "signing or non-signing of the Pledge will not be considered in grading or judicial procedures." If a handwritten Honor Pledge and Pledge signature do not appear on a paper or examination, faculty members should ask the student for an explanation. Doing so has the added value of encouraging teachers and students to discuss the importance of academic integrity, and the best ways to promote it. Students remain free to decline to write or sign the Pledge, and should not be penalized for exercising that right. Students should be reminded, however, that they are subject to the requirements of the Code of Academic Integrity, whether or not they write and sign the Honor Pledge.

How can a pledge be effective if it isn't compulsory? The highest forms of moral development require freedom to choose, influenced by example and suasion, not compulsion. The Honor Pledge is meant to reflect a personal commitment. It should spark thought and debate. A principled decision not to write and sign the pledge-discussed and explained in an atmosphere of mutual respect-would likely do more to promote the University's core value of academic integrity than ritualistic compliance.

How can an honor pledge deter someone who has already decided to engage in academic dishonesty? Honor pledges aren't likely to deter determined cheaters. Most students, however, do not fall into that category. They cheat because they developed the habit of cheating in high school, or because they think "everyone does it" in college. One of the values of an honor pledge is regular reiteration of a campus-wide commitment to academic integrity. Writing and signing an honor pledge-and seeing other students do the same-sends the powerful message that academic dishonesty is not considered acceptable behavior among students, and that promoting academic integrity is a responsibility students share with faculty members.

POLICY STATEMENTS

STUDENT CONDUCT

The primary purpose for the imposition of discipline in the university setting is to protect the campus community. Consistent with that purpose, reasonable efforts are also made to foster the personal and social development of those students who are held accountable for violations of university regulations. Compared to disciplinary systems at many universities, Maryland students are given unusual authority and responsibility for management of the campus process. Membership on the student judiciary is an extraordinary educational experience, and opportunity to be of service to the community, and a personal honor.

Cases that may result in suspension or expulsion are heard by conduct boards, comprised entirely of students. Less serious cases are resolved in disciplinary conferences conducted by University staff members. Students are accorded substantial procedural protections, including an opportunity for a hearing and an appeal. Acts of violence (including any sexual assault), intimidation, disruption, or rioting; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any Code of Student Conduct violation motivated by considerations of sex, race, ethnic origin, sexual orientation or religion are forms of misconduct that most frequently result in dismissal from the university.

Students accused of violating University disciplinary regulations are encouraged to discuss the allegations with their parents or guardians, legal counsel, and with appropriate University staff members. For example, international students are encouraged to review the charges against them with an advisor in the International Education Services Office.

Prohibited Conduct

A complete list of conduct considered prohibited by the University is available through the Undergraduate Catalog or through the Office of Student Conduct website at www.studentconduct.umd.edu. The following is general notice of what constitutes prohibited conduct and is subject to disciplinary action:

- Causing physical harm or apprehension of harm
- Use, possession or storage of any weapon
- Initiating or causing to be initiated a false report, warning or threat of fire, explosion or other emergency
- A criminal offense committed off-campus
- Violating the terms of any disciplinary sanction
- Misusing or damaging fire safety equipment
- Distribution or possession for purposes of distribution of any illegal drug
- Furnishing false information to the University
- Making, possessing, or using any forged, altered, or falsified instrument of identification
- Interfering with the freedom of expression of others
- Theft of property or of services; possession of stolen property
- Destroying or damaging the property of others
- Engaging in disorderly or disruptive conduct
- Failure to comply with the directions of University officials
- Violation of published University regulations or policies including the residence hall contract, alcohol policy, and parking regulations.
- Use or possession of any illegal drug
- Use or possession of fireworks on University premises.
- Engaging in serious misconduct on or off-campus related to university-sponsored activities, including athletic events. Such misconduct is defined as rioting, assault, theft, vandalism, arson, or breach of the peace and may result in suspension or expulsion.

Rioting

The University has experienced several celebrations that turned into riots in recent years that have caused significant disruption and damage to the local community. Students are advised that effective Spring 2006, acts of rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored activity, including athletic events, may result in suspension or expulsion. Conduct that occurs either on or off-campus will be subject to disciplinary action regardless of any criminal charges.

POLICY STATEMENTS

Drug and Alcohol Abuse Policy

The illegal or abusive use of drugs or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is inimitable to the academic learning process. The University of Maryland is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. In keeping with this commitment, it is the policy of the University that the illegal or abusive use of drugs or alcohol is prohibited on University property or as part of University activities. This POLICY is to notify students of prohibited conduct and disciplinary actions which may result from violation of University policy.

Prohibited Conduct: Drugs

The Code of Student Conduct prohibits, on University premises or at University sponsored activities, the **1**) unauthorized distribution; **2**) possession for purposes of distribution **3**) use; or **4**) possession of any controlled substance or illegal drugs.
"Controlled substance" and "illegal drugs" prohibited under the Code are set forth in Schedules I through V in Article 27, part 279 of the Annotated Code of Maryland.

Prohibited Conduct: Alcohol

The Code of Student Conduct prohibits the violation of published University regulations or policies regarding the possession, use or distribution of alcoholic beverages, as approved and compiled by the Vice-President for Student Affairs. These policies, generally described below and subject to amendment from time to time, are available for public inspection during normal business hours in the Office of Student Conduct.

The Resident Life Alcohol Policy controls the use, possession or distribution of alcohol in campus residence halls. This policy prohibits the possession or use of alcohol by any student under the age of 21 or the furnishing of alcohol to a person known to be under the age 21. It prohibits common containers (such as a keg or punchbowl) the sale of alcohol, and parties involving alcohol. Students of legal drinking age may consume alcohol in their rooms, suites or apartments only.

LEARNING PROGRAMS AND OPPORTUNITIES
ON-CAMPUS OPPORTUNITIES

FACULTY-STAFF REGISTRATION

Admission: Faculty and staff who wish to register for courses must be admitted to the University as an undergraduate or graduate student prior to registration. If necessary contact the appropriate admissions office:

Undergraduate Admissions	Ground floor, Mitchell Building	301-314-8385	um-admit@deans.umd.edu
Graduate School	2123 Lee Building	301-314-8240	gradschool@umd.edu
Non-degree seeking faculty	1113 Mitchell Building	301-314-8239	registrar-help@umd.edu

Registration: Note that registration is on a space available basis. Undergraduate students should follow the Registration Procedures starting on page 7, and Graduate Students those beginning on page 45.

Contact the Registrar's Office at registrar-help@umd.edu or 301-314-8240 if you have any questions.

Remission of fees: Contact your department representative responsible for processing Tuition Remission Request forms. For Tuition remission guide lines, please visit www.uhr.umd.edu/benefits/tuition.

FIRST YEAR PROGRAMS

The experience of becoming a student at a busy university is always exhilarating and sometimes a bit daunting. One of the best ways to thrive as an undergraduate- whether at a small liberal arts institution or at a large university like Maryland- is to find groups of people who both share your interests and challenge the ways you think. First Year Programs are made up of a group of innovative learning communities and related academic activities designed to help students connect to a large and diverse university campus by allowing them to quickly find a small number of other first year students who have similar interests. The program design elements have been based on the results of national and campus studies about ways to help students enjoy and successfully complete their education. The program includes course clusters and resources as well as other related academic activities. The different types of communities offer different topics and varying levels of involvement. Some programs are open to specific majors only while others are available without regard to major. First Year Learning Communities are open to all students with the exception of Honors and College Park Scholars participants. Some clusters are reserved only for students in a particular college or major.

GOLDEN IDENTIFICATION CARD PROGRAM

The University of Maryland participates in the Golden Identification Card Program (Golden ID). This program allows eligible senior citizens to take advantage of the wide variety of course offerings. To be eligible for participation the individual must be 60 years of age or older, a legal resident (as defined by the Board of Regents) of the State of Maryland and retired (not engaged in gainful employment for more than 20 hours a week). Application is made through the Office of either Undergraduate or Graduate Admissions. The appropriate application fee will be assessed; tuition is waived. A fee is charged each semester (see tuition and fees on pages 55-56). This fee is the same fee that is charged to all part-time undergraduate students less the health, student activities, and athletic fees. Golden ID students register on a space available basis for a maximum of three courses during the first week of classes. Golden ID students must meet all course prerequisite and co-requisite requirements. The Golden ID status will entitle eligible persons to certain academic services, including the use of the libraries, as well as certain other non-academic services. Such services will be available during any session only to persons who have registered for one or more courses for that session. Golden ID students are not eligible for Consortium courses or continuing education.

Golden ID students also have the opportunity to become involved with the Golden ID Student Association which provides cultural and social events, course recommendations, and peer advising. Additional information may be obtained from the Golden ID Program, 1113 Mitchell Building or 301-314-8219.

LEADERSHIP AND COMMUNITY SERVICE LEARNING

Adele H. Stamp Student Union Center for Campus Life
Main Office: 0110 Stamp Student Union
Phone: 301-314-CARE
E-mail: terpservice@umd.edu
Web: www.csl.umd.edu
Web: www.thestamp.umd.edu/leadership
America Reads* America Counts
0144 Holzapfel Hall
Phone: 301-314-READ
Web: www.arac.umd.edu

LEARNING PROGRAMS AND OPPORTUNITIES

Leadership and Community Service-Learning provides services, resources, and support to students, student organizations, and faculty and staff desiring to participate in or organize community service and service-learning experiences. LCSL also organizes service activities throughout the academic year. Services include informational handouts, an interactive on-line database with hundreds of community agencies, an extensive library of resources on service and service-learning topics, and step-by-step staff guidance for getting involved in service. LCSL also coordinates America Reads* America Counts, which provides math and reading assistance to local Prince George's County schools and support for tutors, is funded through the federal work study program. Contact LCSL today to find out how you can get connected with community agencies, student service organizations, curricular service-learning, alternative spring break programs and leadership, curricular and co-curricular activities.

MARYLAND CENTER FOR UNGERGRADUATE RESEARCH

Undergraduate students who are interested in pursing research activities or assisting with faculty research projects should explore the many opportunities offered by the Maryland Center for Undergraduate Research. Visit the office at 2100D McKeldin Library or go to: www.ugresearch.umd.edu/

ROTC

ROTC courses are available to University of Maryland students through several programs. Note- a maximum of 16 credits of ROTC courses may be applied toward a College Park degree.

• **Air Force ROTC** is a college program that allows you to earn your degree while training to become an Air Force officer. AFROTC offers challenges and benefits unique among student organizations and training programs on a college campus. You will receive invaluable leadership training, be involved in community events, and visit active-duty Air Force bases. Additionally, all course materials and uniform items are provided at no-cost, and you can compete for scholarships to help pay your tuition. Most importantly, the program can lead to an exciting career in the U.S. Air Force! For more information, visit www.afrotc.umd.edu, send an email to afrotcdet330@umd.edu, or call us at 301-314-3242.

• **Army ROTC:** In Army ROTC you will do things that challenge you mentally and physically. As you find yourself rappelling from towers or leading your team through various obstacles, you will develop skills you can use throughout your entire life, skills such as thinking on your feet, the confidence to take charge, self-discipline and the ability to make smarter decisions. Whether you want to have a career in the military or not, Army ROTC classes are a fun way to gather skills for your future success. If you would like to know more, contact LTC. Ranelle Manaois at 301-314-7828 or at rmanaois@umd.edu.

• **Navy ROTC:** at George Washington University
Registration is through the D.C. Consortium Program. Contact University of Maryland Consortium Coordinator at 301-314-8239.

OFF-CAMPUS OPPORTUNITIES

CONSORTIUM OF THE UNIVERSITIES OF THE METROPOLITAN AREA

www.consortium.org

The Consortium of Universities of the Metropolitan Area consists of American University, The Catholic University of America, Corcoran College of Art & Design, Gallaudet University, George Mason University, George Washington University, Georgetown University, Howard University, Marymount University, National Defense Intelligence College, National Defense University, Southeastern University, Trinity University, University of the District of Columbia, and the University of Maryland, College Park. Students enrolled in these institutions are able to attend certain classes at other campuses and have the credit considered "resident" credit at their own institution. Payment of tuition for courses will be made at the student's home campus. Any eligible degree seeking graduate or undergraduate student may participate in this program according to the following stipulations.

a. Golden ID students are not eligible to enroll in courses through the Metropolitan Area Consortium with waiver of fees.
b. Neither the faculty and staff tuition remission program (this includes assistantships, fellowships, etc.) nor the partial tuition waiver program for spouses and dependents of University of Maryland employees may be used for courses taken through the Metropolitan Area Consortium.
c. Continuing Education and on-line courses cannot be taken through the Consortium program.

Students whose fees are remitted through these programs and who are interested in enrolling in courses at Consortium schools will be expected to pay for the course or courses at the appropriate College Park credit hour rate for the semester in which they enroll.

LEARNING PROGRAMS AND OPPORTUNITIES
OFF-CAMPUS OPPORTUNITIES

COURSES TAKEN AT ANOTHER INSTITUTION

Courses taken at another institution will not be credited toward a degree without approval in advance by the dean of your academic advising college. The same rule applies to all semesters, including summer and winter terms. *Permission to Enroll in Another Institution* forms are available in the deans office of your academic advising college. This form must be submitted and approved by the college prior to your enrolling at another institution.

The dean of your advising college determines which transfer credits are applicable to the student's degree program. In general, credit from academic courses taken at institutions of higher education accredited by a regional accrediting association will transfer, provided that the course is completed with at least a grade of C (2.0) and the course is similar in content and level to work offered at College Park. The title of courses accepted for transfer credit will be noted on the students' record; however, the grade will not. Grades from transferred courses are not included in the University of Maryland, College Park grade point average calculation.

Upon completion of the course (s), you must submit an official sealed transcript to the Office of the Registrar for posting to your academic record.

INTER-INSTITUTIONAL REGISTRATION PROCEDURES

Undergraduate and Graduate students have the opportunity to take courses at other University of Maryland System Institutions (host institution) to augment their degree program at University of Maryland, College Park (home institution) under the Concurrent Inter-Institutional Registration program. Students may take courses at the system schools listed below provided they meet requirements of the program.

System Institutions Include:

Bowie State University	University of Baltimore
Coppin State College	University of Maryland at Baltimore
Frostburg State University	University of Maryland Baltimore County
Salisbury State University	University of Maryland, College Park
Towson State University	University of Maryland Eastern Shore

NOTE: Inter-Institutional Concurrent Registration is not available at University College for University of Maryland, College Park Students.

STUDY ABROAD

The Study Abroad Office
1101 Holzapfel Hall
301-314-7746
www.umd.edu/studyabroad
studyabr@deans.umd.edu

Study programs administered or sponsored by the University of Maryland are offered for the year, semester, winter term and summer. For more information about these exciting programs and other Study Abroad options, please contact the Study Abroad Office. You should also check with your department for department-specific programs, such as those run by Business, Engineering, Architecture and Journalism. Early planning is strongly encouraged.

ADMINISTRATIVE SERVICES

EMAIL – THE OFFICIAL UNIVERSITY CORRESPONDENCE

Verify your email address by going to www.my.umd.edu.

OIT Help Desk

All enrolled students are provided access to the University's email system and an email account. **All official University email communication will be sent to this email address** (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

Students are responsible for keeping their email address up to date, or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from "full mailbox" or "unknown user" errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at www.my.umd.edu or in-person at the Student Service Counter on the first floor of the Mitchell Building.
Technical support for University email: www.helpdesk.umd.edu or 301.405.1400

CHANGE OF MAILING ADDRESS

Change in either mailing or permanent address can be processed **at any time during the semester in which they occur**. Address changes are handed by the Office of the Registrar and the Office of the Bursar. Address Changes may be processed at the following locations.

1. Go to www.my.umd.edu.
2. Student Services Counter: Mitchell Building, First Floor Lobby
3. Office of the Bursar: Room 1115 or 1135, Lee Building, 8:30 a.m. to 4:30 p.m. Monday-Friday.

Since many University communications to students are handled through the mail, it is imperative that accurate and up-to-date addresses be maintained throughout the enrollment period. During the academic year the permanent address for currently registered students will be used for grade reports. The local address on file for currently registered students will be used for all other mailings. The permanent address on file for students not currently registered will be used for all mailings.

CHANGE OF NAME PROCEDURE

A change of name can be processed at any time during the semester in which it occurs. Name Change forms are available at the Student Services Counter, first floor lobby, Mitchell Building, 8:30 a.m.-4:30 p.m., Monday-Friday. Proof of name change (court order, marriage license, driver's license) must be submitted with name change form.

CONFIDENTIALITY OF STUDENT ADDRESS INFORMATION

Any student wishing his/her address to be kept confidential should visit the Student Services Counter, or www.my.umd.edu. All requests for non-disclosure of information will be implemented as soon as publication schedules will reasonably allow. The University will use its best efforts to maintain the confidentiality of those categories of information which a student properly requests not be publicly disclosed. The University, however, makes no representations, warranties or guarantees that information designated for non-disclosure will not appear in public documents.

IDENTIFICATION CARDS

Photo Identification cards should be carried at all times. Students who are not currently registered may not receive a UM identification card. Upon registration, students may obtain a UM identification card at the Office of the Registrar, Student Services Counter, located on the 1st floor of the Mitchell Building. Students must provide a valid photo ID to obtain their UM identification card (i.e. State Driver's License, Passport, etc.). The photo identification card can be used by all students to withdraw books from the libraries, for admission to most athletic, social, and cultural events, and as a general form of identification on campus. Students who have food service contracts must use the photo identification card for admission to the dining halls.

Every faculty/staff member and student is issued only one photo ID card for the duration of their time at the university. There is a replacement charge of $20.00 for lost photo ID cards. If a card was stolen, a police report number must be given prior to the new card being produced to have the fee waived. Broken or damaged cards will be exchanged free of charge only if card is turned into the Registrar's office. **Cards that have received intentional damage (i.e. tampering or holes punched in the card, etc.) will not be replaced free of charge when a new card is issued.** Questions concerning the identification system should be addressed to the Office of the Registrar 301-314-8240.

ID NUMBER, STUDENT

The University of Maryland assigns all students a nine digit "U ID" number, which will become the student's identification number for all university records. This number is displayed on the front of the University ID Card. The University also requires students to provide their social security number, which is used only for a limited number of purposes such as: Federal reporting requirements, employment, financial aid, and IRS reporting.

ESSENTIAL SERVICES

UMD ALERTS
www.alert.umd.edu

UMD Alerts, administered by the Department of Public Safety, is an alert system that allows the University of Maryland to contact you during an emergency by sending text messages to your email, cell phone, pager or BlackBerry/Treo. When an emergency occurs, authorized senders will instantly notify you using UMD alerts. UMD Alerts is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

Register at alert.umd.edu or by sending a text message to 411911, keyword:UMD.

UNIVERSITY BOOK CENTER
www.ubc.umd.edu
Stamp Student Union
301-314-BOOK (2665)

The University Book Center is the official bookstore for the University of Maryland. The store provides the largest selection of used textbooks, general and technical reference books, school supplies, computers, software and the largest selection of Terp clothing and novelties in the country. Students may sell their books back for cash daily. Part-time positions are available to all students currently registered at the College Park Campus. 75% of our employees are students. Applications for employment are accepted in the store daily, or on our web site. Positions are available at standard hourly rates, and discounts on purchases are provided to all employees. The Book Center hours of operation are listed below. Note: Please call or check our web site for additional hours during the beginning of the semester, and for special events

Monday – Thursday	8:30 am – 8:00 pm
Friday	8:30 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	11:00 am – 5:00 pm

UNIVERSITY CAREER CENTER AND THE PRESIDENT'S PROMISE
3100 Hornbake Library, South Wing
301-314-7225
Web: www.CareerCenter.umd.edu;
www.presidentspromise.umd.edu

The University Career Center and the President's Promise support the University's mission and its academic programs by providing a variety of programs and services to meet the diverse career development and employment needs of degree-seeking students and alumni. The Center teaches, advises and counsels students to make decisions about career interests, employment and further or continued education; it collaborates with academic departments, employers and alumni in the delivery of programs and services. All students should consider internship and/or coop opportunities an integral part of their academic endeavors. Students should incorporate these opportunities into the pursuit of their degree. See the Career Center's website for Resource Room and Walk-in Assistance hours.

THE COUNSELING CENTER
Shoemaker Building
301-314-7651
301-314-9206
www.counseling.umd.edu

Seeking help is a sign of strength! Many students encounter a variety of personal, social, career, and academic issues that call for assistance beyond advice provided by friends and family. Fortunately, the Counseling Center provides free and confidential counseling services to all University of Maryland, College Park students. To schedule an appointment call 301-314-7651 or stop by the Shoemaker Building. In addition to regular services and hours, a special walk-in counseling program is available to students of color every day from 3 to 4 p.m., gay/lesbian/bisexual students, Tuesday-Friday from 3 to 4 p.m. and for students seeking help choosing a major, Wednesdays from 1 to 3 p.m. in the Fall and Spring.

DINING SERVICES
www.dining.umd.edu
1109 South Campus Dining
301-314-8068

Maryland Dining Services is a nationally recognized university food service program. Our executive chefs and their culinary teams design, develop, and create menus to delight our customers. Our goal is to support campus academic endeavors and to provide popular and nutritious food in a welcoming setting every day. The Department of Dining Services serves the entire university community. We operate:

two main dining halls, two full-service restaurants, 12 cafés and quick food locations, five licensed and franchised food concepts, five convenience shops, a gift basket program, athletic training tables and concessions, catering and a delivery service.

MARYLAND ENGLISH INSTITUTE

Maryland English Institute (MEI)
1121 Holzapfel Hall
Phone: 301-405-8634
Web: www.international.umd.edu/mei

MEI provides English language evaluation for international students, including graduate students, undergraduate students, and International Teaching Assistants (ITAs). To find out who is required to take the MEIPE or the MEWT, go to www.international.umd.edu/mei and select "English Language Tests". Students required to take MEI courses are generally provisionally admitted to UM and need to make adjustments in their schedules. UM tuition remission can not be applied to MEI courses. MEI also offers a full time Intensive English Program and short courses for international students, scholars, and visitors.

Students enrolled in UMEI 001-004 are considered full-time students. Undergraduate students enrolled in UMEI 005 (semi-intensive) must also register for 6-8 credits appropriate to their program to meet the full-time requirement. Graduate students who are required to take English (e.g. UMEI 005, 006, 007 or 008) may also enroll in academic courses. The number of courses the student may enroll in while taking required English courses depends on (1) the specific English course the student is required to take, and (2) the number of units the academic course carries.

Although UMEI courses are not credit bearing, each course is assigned a credit and a unit equivalent:

UMEI 005 = 6 credit equivalence = 6 units each = 36 units
UMEI 006 = 2 credit equivalence = 2 units each = 4 units
UMEI 007 = 3 credit equivalence = 4 units each = 12 units
UMEI 008 = 2 credit equivalence = 2 units each = 4 units

International graduate students must be enrolled in 48 units to maintain their full-time status and are permitted to enroll in no more than 52 units. Students who exceed 52 units must contact their department for permission to take the overload. Neither MEI or IES approves of students exceeding 54 units as this practice typically places international students at risk.

UNIVERSITY HEALTH CENTER (UHC)

www.health.umd.edu
health@umd.edu
Information: 301-314-8180
After Hours NurseLine: 301-314-9386

The University Health Center (UHC) is a nationally accredited health care facility and is recognized as one of the finest on any college or university campus in the nation. Every registered student living on or off campus is eligible to use the health care services and programs provided by the UHC, which is conveniently located on Campus Drive across from the Stamp Student Union. During the academic school year, the UHC is open Monday through Friday from 8 am to 7 pm; Saturday from 11 am to 3 pm; and closed on Sunday.

OFFICE OF INFORMATION TECHNOLOGY

www.oit.umd.edu
Phone: 301-405-1400
The Office of Information Technology (OIT) plans, develops, supports, and maintains computing, networking, and telecommunications services for the university. Services we provide include classroom instructional technology, online course tools, e-mail, wireless network access, on-campus computer connections, anti-virus software, and Web-based administrative functions such as enrollment confirmation, course scheduling and registration, bill review and payment, financial aid award and acceptance, degree progress tracking, grade announcement, transcript request, parking permit request, graduation application, and other services. More information about the campus-wide course management system is available at www.elms.umd.edu.
OIT also manages several campus computer labs. These open computer labs are equipped with workstations running the Microsoft Windows, Apple Macintosh, and Red Hat Linux operating systems. Each lab has print capabilities, with print charges deducted from Terrapin Express. The labs are available to all members of the university community, and three facilities are open 24 hours a day. Specific information about the locations, equipment, and software in each facility is located on the Web at www.oit.umd.edu/wheretogo.

In addition, OIT provides these services to the university:

- The Academic Computers for Terps (ACT) program offers purchasing discounts and warranty repair service for Apple and Dell computers. For more information, visit www.act.umd.edu.
- The OIT Student Help Desk is available to answer any IT questions. Visit www.helpdesk.umd.edu or call 301-405-1400 (or x51400 when on campus) for assistance.

ESSENTIAL SERVICES

- The university's Terrapin Technology Store is located on the ground floor of the Stamp Student Union. Call 301-314-7000 or visit www.oit.umd.edu/techstore to learn more.
- The University of Maryland Cellular Discount Program offers specially priced plans and cellular phone equipment to university community members. For details, visit www.cellular.umd.edu.

INTERNATIONAL EDUCATION SERVICES (IES)

3116 Mitchell Building
Phone: 301-314-1469
E-mail: iesadv@deans.umd.edu
Web: www.umd.edu/ies/
IES provides international students at the University of Maryland with advice on immigration matters, economic difficulty, and social and cultural adjustment to U.S. culture and University life. IES provides orientation for all new international students, scholars and faculty, organizes workshops on work authorization, and provides information on immigration, social and cultural activities, and other topics of concern to international students.

Students with F-1 and J-1 status need to be aware of U.S. Citizenship and Immigration Services (USCIS) regulations during their studies. The IES Advisors are available to help clarify these regulations. However, **it is the responsibility of the student** to follow the regulations that pertain to their visa status — extensions of their program, transfers, off-campus employment authorization, practical training and course loads. IES is the only office on campus that can generate and sign documents approved by the USCIS. **All international students in F-1 or J-1 status must be full-time.** In order to maintain full-time student status for immigration purposes all undergraduate students are expected to register for and complete 12 credit hours per semester; graduate students are expected to register for and complete 48 units. **You must get preauthorization from an IES International Student Advisor before you drop below full-time status.**

Students in their final semester of study may register part-time but must complete a part-time registration form found in IES before the semester begins.

SEVIS: Beginning in January 2003 the University of Maryland was required by U.S. law to comply with a new program of the U.S Citizenship and Immigration Services known as SEVIS (Student Exchange Visitor Information System). This requires IES to report to the USCIS detailed and absolutely current information on every F-1 or J-1 student or scholar who is on a University of Maryland's I-20 or DS-2019. Every semester all F-1 and J-1 students/scholars are required to verify their general information at www.international.umd.edu/ies/267. Please watch for announcements from IES about future changes in immigration regulations on IES News.

Documents: International students must keep their passports valid at all times. I-20 or DS-2019 extensions must be filed at least 30 days prior to the program completion date. The completion date can be found in item 5 of the I-20; Item 3 of the DS-2019. F-1 and J-1 students are required to carry adequate health insurance while attending the university. There are federal regulations for J-1 students, scholars and their dependents requiring health insurance. Students may purchase the health insurance plan offered through the University of Maryland or from another company provided that it meets with the J regulations. F-1 and J-1 students must show proof of health insurance coverage to IES. F-1 and J-1 students must notify the University of any change in address, phone number, or e-mail address. Changes are made through the verification system at www.international.umd.edu/ies/267. Please remember, when traveling abroad, F-1 and J-1 students must have their forms I-20 or DS-2019 endorsed by an International Student Advisor for travel, this signature is valid for 5 months. IES can also offer advice on the renewal of U.S. visas overseas.

IESNEWS is a listserv (messages received on your electronic mail account) managed by the Office of International Education Services. Information distributed on IESNEWS is of interest to international students, scholars, and faculty at the University of Maryland. Topics have ranged from USCIS updates to university events. IESNEWS has also served as a vehicle for distributing important notices. To receive messages from IESNEWS, send a message to LISTSERV@LISTSERV.UMD.EDU. The message should say "Subscribe IESNEWS (first name) (last name);" no quotation marks. You must send the message from your University of Maryland e-mail account, through which you will eventually receive IESNEWS. If you need assistance, you may reach the listserv manager at iesnews@umd.edu.

ENGLISH EDITING FOR INTERNATIONAL GRADUATE STUDENTS - see page 54.

ESSENTIAL SERVICES

LIBRARIES AT UM

www.lib.umd.edu.

The University of Maryland (UM) Libraries are committed to supporting the research and curriculum needs of the campus community. All UM Libraries provide Information and Research Services, and a Reserves Unit for course materials faculty members have designated as required reading, listening or viewing. Round-the-clock access to the libraries' research collections is always available at www.lib.umd.edu. This is also the place to renew or check due dates, ask a UM librarian a research question, and more.

McKeldin Library is the main library on campus and houses the General Collection, and the East Asia Collection. McKeldin Library also offers an Adaptive Technology Lab for students with disabilities, Interlibrary Loan service, photocopy services, WAM labs, late-night hours, Footnotes Café and an eat-in lounge.

Hornbake Library, which houses Archives and Manuscripts, the Maryland Room, the Gordon W. Prange Colection, the Katherine Anne Porter Room, the Library of American Broadcasting, National Public Broadcasting Archives, National Trust for Historic Preservation Library Collection and Nonprint Media Services.
The other six University of Maryland libraries campus are: the Architecture Library, Art Library, Engineering and Physical Sciences Library, Michelle Smith Performing Arts Library (which houses the International Piano Archives at Maryland and Special Collections in Performing Arts), the Shady Grove Library (located off campus) and the White Memorial (Chemistry) Library.

THE OFFICE OF MULTI-ETHNIC STUDENT EDUCATION (OMSE)

1101 Hornbake Library,
301-405-5616 or 405-5615
www.omse.umd.edu

Academic Support and Leadership Focus: The Office of Multi-Ethnic Student Education (OMSE) provides academic support programs and services to enhance the recruitment, retention and graduation of undergraduate multi-ethnic students at the University of Maryland (UM), College Park. Academic support services and activities provided by OMSE include: a tutorial program, peer mentoring programs; academic classes to develop college success skills (EDCP-108N), and peer helping strategies (EDCP-312, a Human Diversity Core course).

OFF-CAMPUS HOUSING SERVICES

1110 Stamp Student Union
301-314-3645
www.och.umd.edu
och@umd.edu

Use Off-Campus Housing Services (OCH) to find housing, list a property, find a roommate, and get information about living off-campus. OCH101, the internet database, provides on-line, real-time listings of available housing that can be searched using various criteria. Students can also use Roommate Finder to create a free profile and search for others with similar housing needs and interests. Available online or in the office are various handouts on searching for housing, transportation, and living off campus. The office is open Monday-Friday from 10am to 5pm. See OCH contact information above.

RESIDENT LIFE

www.resnet.umd.edu
Annapolis Hall
301-314-2100
reslife@umd.edu

The Department of Resident Life is responsible for managing the residence halls, as well as the cultural, educational, recreational, and social programming activities in the residence halls. While living in a university residence hall is not required, nine of every 10 students in Maryland's freshman class make the choice to live on campus. More than 70 professional and graduate staff are complimented by over 400 undergraduate student employees who help meet the needs of resident students.

There are rooms for about 8200 undergraduate students in 36 residence halls, offering a mix of traditional dorm-style halls, and on-campus apartments and suites.

ESSENTIAL SERVICES

RESIDENCY CLASSIFICATION

Residency Classifications are made according to the Board of Regents Policy on Student Classification for Admission and Tuition purposes. Your residency classification is provided on your admission letter; you are responsible for knowing your status and if applicable, contesting it within the prescribed deadlines. Please visit the Residency Classification website at www.testudo.umd.edu/rco/ for the full text of the policy, relevant forms, resources and frequently asked questions.

If after reading the policy, you decide to petition for instate status, you may do so by submitting a complete petition, along with all supporting documentation, to the Residency Classification Office no later than the first day of classes for the term for which you seek reclassification. Exceptions to the filing deadline will not be granted. See full text of policy beginning on page 62.

You may submit your petition to:
Residency Classification Office
1130 Mitchell Building
College Park, MD 20742
Email: resclass@umd.edu
Phone: 301-314-9596

TRANSPORTATION SERVICES

www.transportation.umd.edu

Regents Drive Garage Building #202 (PG-2)
Information: 301-314-PARK
PIT Crew services: 301-314-CAR
Shuttle-UM Transit: 301-314-2255
Email: transportation@umd.edu

Transportation Services Office Hours: Monday – Friday, 8:15 am - 4:00 pm

The Department of Transportation Services is the agency primarily responsible for parking and transit operations on campus. In addition to issuing parking permits and providing shuttle service, the department promotes green commuting options such as Metrochek/Smart Trip benefit savings, bundle pack permits, carpooling, biking and car- sharing. For additional information and updated parking registration information visit the Department of Transportation web site at www.transportation.umd.edu.

TUTORIAL SERVICES

2100 Marie Mount
301-405-4745
www.aap.umd.edu/sss.html (see tutoring)

Tutorial services are available to all eligible UMCP students for most CORE 100- and 200-level classes. Upon request and availability of tutors, higher level-classes might be available as well. Students will be tutored by highly skilled, selectively chosen graduate and undergraduate students. To request a copy of the current tutoring schedule or to request individual tutoring go to the Tutorial Services Coordinator's office in the Academic Achievement Program, 2110 Marie Mount or call 301-405-4745. Students who are interested in becoming paid tutors should contact the office to pick up an application and to obtain further information.

EMERGENCY WEATHER CONDITIONS

www.umd.edu
301-405-SNOW (7669)

As soon as a decision is made about the university's status in inclement weather, the Office of University Communications undertakes a three-pronged effort to notify the community. Status reports are posted on the university home page www.umd.edu as quickly as possible, normally by 6 am. The university's status is also available by calling the snow hot line at 301-405-SNOW (7669). All radio and television stations below are notified by phone, by 6 am If at all possible, check www.umd.edu or the snow hot line first.

Notes:

Do you have a plan to graduate?

Degree Navigator

Use Degree Navigator to view progress in your declared major or any other major you're interested in ....

- See which courses you have completed
- Check your status with meeting benchmarks
- See which courses you still need to take
- Produce a text printout of your progress

http://www.testudo.umd.edu/Registrar.html
(select the **Degree Navigator** link)

*** Degree Navigator is an unofficial guide only. Discrepancies may exist. Consult your advisor for an official audit. ***

IMAGINE LITTLE RED RIDING HOOD WITHOUT A FOREST.

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Local businesses' websites linked directly to the online Schedule of Classes.

http://www.sis.umd.edu/bin/YellowPages

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